

# Ivy Tech College

Central Indiana Region

**Bulletin 1987/88**



(317) 921-4800

# The College that Works for You Across Indiana

## Region 1 — Northwest

GARY CENTER  
1440 East 35th Avenue  
Gary, Indiana 46409  
Phone: (219) 981-1111  
VALPARAISO CENTER  
Phone: (219) 464-8514  
WESTVILLE CENTER  
Phone: (219) 462-4197, ext. 228 or 292  
(219) 872-0527, ext. 228 or 292  
HAMMOND CENTER  
Phone: (219) 937-9422

## Region 2 — Northcentral

REGIONAL CENTER  
1534 West Sample Street  
South Bend, Indiana 46619  
Phone: (219) 289-7001  
Elkhart Phone: (219) 674-6919  
WARSAW CENTER. (219) 267-5428

## Region 3 — Northeast

REGIONAL CENTER  
3800 N. Anthony Blvd  
Fort Wayne, Indiana 46805  
Phone: (219) 482-9171

## Region 4 — Lafayette

REGIONAL CENTER  
3208 Ross Road  
Lafayette, Indiana 47903  
Phone: (317) 477-7401  
WHITE COUNTY CENTER  
Phone: (219) 583-3302  
MONTGOMERY COUNTY CENTER  
Phone: (317) 362-5185

## Region 5 — Kokomo

REGIONAL CENTER  
1815 East Morgan Street  
Kokomo, Indiana 46901  
Phone: (317) 459-0561  
LOGANSPOUT CENTER  
Phone: (219) 753-5101  
GRISSOM AFB CENTER  
Phone: (317) 689-9223

## Region 6 — Eastcentral

REGIONAL CENTER  
4100 Cowan Road  
Muncie, Indiana 47302  
Phone: (317) 289-2291  
ANDERSON CENTER  
Phone: (317) 643-7133  
MARION CENTER  
Phone: (317) 662-9843

## Region 7 — Wabash Valley

REGIONAL CENTER  
7373 Dixie Bee Road  
Terre Haute, Indiana 47802  
Phone: (812) 299-1121

## Region 8 — Central Indiana

REGIONAL CENTER  
North Meridian Center  
One West 26th Street  
Indianapolis, Indiana 46208  
Phone: (317) 921-4800  
EAST WASHINGTON CENTER  
Phone: (317) 269-9248  
NORTHWEST CENTER  
Phone: (317) 872-1548

## Region 9 — Whitewater

REGIONAL CENTER  
2325 Chester Boulevard  
Richmond, Indiana 47374  
Phone: (317) 966-2656  
CONNERSVILLE CENTER  
Phone: (317) 825-7502

## Region 10 — Columbus/Bloomington

REGIONAL CENTER  
4475 Central Avenue  
Columbus, Indiana 47203  
Phone: (812) 372-9925  
1 800-922-4838  
Indiana Residents  
BLOOMINGTON CENTER  
Phone: (812) 332 1559

## Region 11 — Southeast

REGIONAL CENTER  
Highway 62 and Ivy Tech Drive  
Madison, Indiana 47250  
Phone: (812) 265-2580  
LAWRENCEBURG CENTER  
Phone: (812) 537-4010

## Region 12 — Southwest

REGIONAL CENTER  
3501 First Avenue  
Evansville, Indiana 47710  
Phone: (812) 426-2865  
TELL CITY CENTER  
Phone: (812) 547-7915

## Region 13 — Southcentral

REGIONAL CENTER  
8204 Highway 311  
Sellersburg, Indiana 47172  
Phone: (812) 246-3301



★ - Regional Center  
● - In-State Retail Sales

# **IVY TECH COLLEGE**


## **CENTRAL INDIANA REGIONAL BULLETIN 1987-88**

### **Indiana Vocational Technical College**

One West 26th Street  
Indianapolis, Indiana 46208  
(317) 921-4800

The education programs, courses, descriptions and frequency of courses, regulations, and fees shown in this bulletin are effective Fall Quarter 1987. This publication and its provisions are not in any way a contract between the student and Indiana Vocational Technical College. The College reserves the right to revise any section or requirement at any time.

Indiana Vocational Technical College at Indianapolis is an Accredited, Equal Opportunity/Affirmative Action State College



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# A Message From The Vice-President/Dean

The purpose of this bulletin, along with a variety of separate program brochures, is to describe the programs and services offered at Indiana Vocational Technical College – Central Indiana.

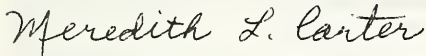
Indiana Vocational Technical College – Central Indiana operates two permanent campus facilities: The North Meridian Center at Fall Creek and Meridian and the East Washington Street Center at Washington Street and Oriental. The College also offers various courses at sites in each of the counties in the Indianapolis Metropolitan Area.

As you enter our classes, you will encounter a truly outstanding faculty and staff, noted not only for their expertise in the subjects they are teaching but for their personal interest in the students' success. Our intent is to assist in making your educational experience a highly successful one.

Many of you will come to our campus to take one or two courses for personal and professional enrichment. That's why we are here. Others might be preparing for careers by attending our one- and two-year collegiate technical and associate degree programs. That, too, is why we are here.

Indiana Vocational Technical College is the third largest state college in Indiana and has the reputation for offering high quality educational services at a reasonable cost.

On behalf of the Board of Trustees and the entire staff, I welcome you to Indiana Vocational Technical College and invite you to join our campus community.



Dr. Meredith L. Carter  
Vice-President/Dean  
Ivy Tech College – Central Indiana



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# Ivy Tech College – Indiana's Technical College

Indiana Vocational Technical College, popularly known as Ivy Tech College, has grown from an idea to a thriving post-secondary institution. In 1963, the Indiana General Assembly established Ivy Tech College as Indiana's first statewide vocational technical college. Later amendments to the enabling legislation authorized Ivy Tech College's present regional structure of thirteen administrative centers designed to provide accessible technical educational opportunities to all Indiana citizens.

The mission of Ivy Tech College is stated in the authorizing legislation: "There shall be, and hereby is created and established, a new state post-high school educational institution to be devoted primarily to occupational training of a practical, technical, and semi-technical nature for the citizens of Indiana."

Across the state, some 25,000 students are enrolled each fall quarter in programs offered in the following instructional divisions: Business, Office and Information Systems Technologies; Visual Communications Technologies; Human Services and Health Technologies; and Applied Science and Technologies.

Ivy Tech College's rapid growth and educational achievements can be attributed to its firm adherence to its mission and goals and to the strong support and encouragement from the state and community leaders.

## Regional History

Ivy Tech College-Central Indiana at Indianapolis, one of the College's 13 regions, opened its doors in 1966 to serve residents of Indianapolis and Marion, Morgan, Hancock, Johnson, Shelby, Boone, Hendricks, and Hamilton counties. In 1966, 367 students enrolled in the three technical programs; in 1987 4,760 students enrolled in 33 areas of study. Further, state leaders in government and business are looking to Ivy Tech College more than ever before to provide the skilled technicians that will attract new industry to the state.

## Administration

Statewide, Ivy Tech College is governed by an 11-member Board of Trustees appointed by the Governor. Under terms of the legislature, the trustees represent various economic interests: manufacturing, commerce, labor, agriculture, and the public-at-large. This board appoints the President of the College.

In addition, each of the College's 13 regions, including Ivy Tech College Central Indiana, has its own Regional Board of Trustees appointed by the State Board. The Regional Board members keep Ivy Tech College in touch with local needs-both the needs of those seeking skills and the needs of industry.

## Philosophy

All individuals, regardless of economic or social status, are entitled to be treated with dignity and respect and should be provided with opportunities to develop to their and society's ultimate benefit. Technical and general education are essential parts of an occupational curriculum designed to enable students to develop self-awareness and social responsibility to compete successfully in a chosen occupational field. Programming at Ivy Tech College is directed toward serving the needs of all individuals within their community, as well as the needs of the community as a whole.

*"When I graduated from high school many friends suggested I try Ivy Tech College. I've been very happy with my decision. I'm earning a Technical Certificate in Medical Assisting, with plans for an Associate in Applied Science degree in Radiologic Technology. My future looks bright thanks to Ivy Tech College."*

**Cheryl Boggs**  
Medical Assistant/  
Radiographic Technology  
Student



## Accreditation

Ivy Tech College is accredited by:

- Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools
- Indiana Commission for Vocational and Technical Education
- Committee on Allied Health Education and Accreditation.

Programs of Ivy Tech College's Division of Human Services and Health Technologies are separately accredited by the following agencies:

- American Association of Medical Assistants
- Association of Surgical Technologists, Inc.
- Indiana State Board of Nursing
- National League of Nursing
- Joint Review Committee on Education in Radiologic Technology
- Joint Review Committee of Respiratory Therapy Education
- Indiana State Board of Health
- Indiana Counselors Association on Alcohol and Drug Abuse (ICAADA)
- Indiana State Board of Registration and Education for Health Facility Administrators

The College is also a member of the Indiana Conference for Higher Education, The American Association of Community and Junior Colleges, the Indiana Student Financial Aid Association, American Association of College Registrars and Admissions Officers, Association of Community College Trustees, Chef de Cuisine Association of Indiana, American Culinary Federation Inc., American Institute of Design and Drafting, and National Association of College and University Business Officers.

The College is approved for the education of veterans, veterans' spouses, widow/ers, children, and/or orphans of disabled or deceased veterans who are eligible for educational benefits. The College is also endorsed by the Rehabilitation Division of the State of Indiana.

## Facilities

The Ivy Tech College-Central Indiana campus is comprised of four sites located east, north, and northwest of downtown Indianapolis. The region's Division of Business, Office and Information Systems Technologies programs and support services of the College share facilities with the College's statewide administration at the North Meridian Center, One West 26th St. (northwest corner of Meridian at Fall Creek Parkway). The Division of Applied Science and Technologies programs and various support services are located at the East Washington Street Center, 1315 E. Washington. The Division of Human Services and Health Technologies programs are also located at the East Washington Street Center and in the Arsenal Building, 26 N. Arsenal Street. (The Division of Health and Human Services is scheduled to be located at North Meridian Center beginning Fall 1988). The Extended Services offerings, seminars, and workshops are often held at the Northwest Center, 5200 W. 86th Street, as well as in communities near Indianapolis. Many students enjoy the convenience of Ivy Tech College's classes, offered in locations not more than 10 miles from their homes. The schedule of classes published each quarter lists the days, times and locations of Ivy Tech College's course offerings.



*"Working in a dead-end job and being a single parent, I decided to pursue a new career. I enrolled in Ivy Tech College's Business and Management program in August of 1986. I hope to start my own business after graduation in May 1988. My son, Mark Anthony, will be graduated from Broad Ripple High School in 1988 and he will continue his educational goals hopefully at Ivy Tech College."*

**Johnnie Thomas**  
Business and Management  
Full-time Student

## Wide Variety of Programs, Training Offered

Ivy Tech College provides a wide variety of programs and credit courses in the Indianapolis facilities listed above and in 13 centers strategically located in the surrounding counties. Students may pursue their program objectives either full-time or part-time as their various life situations may require. The academic year is divided into four, 11-week quarters with breaks between quarters for counseling and registration.

The Associate in Applied Science degree is awarded to students who have completed satisfactorily the required number of credits in an approved program and who are high school graduates or the equivalent. Associate in Applied Science programs are designed to prepare students for employment as qualified technical persons.

The Technical Certificate is awarded to students who have completed between 45-60 quarter credits in an approved program and who have satisfactorily completed all program course work. Technical Certificate programs are designed to provide students with skills for specific job classifications.

Ivy Tech College-Central Indiana's degree and certification programs are offered through three divisions of the College—**Applied Science and Technologies; Human Services and Health Technologies; and Business, Office and Information Systems Technologies**. The General Education content of all programs is designed to enhance the student's ability to practice general citizenship and social responsibility in addition to complementing specific job requirements.

In response to the needs of Region 8 residents, Ivy Tech College provides credit and non-credit training at a number of off campus sites, such as hospitals, businesses, industries, high schools and agencies. Currently, more than 40 regular credit courses are being offered through a dual enrollment arrangement between the Adult Vocational programs and Ivy Tech College at four sites in Central Indiana.

Through the **Office of Industrial Training and Development**, Ivy Tech College provides a variety of training programs through courses, seminars, and workshops requested by business and industry. In addition to regular credit courses, special training programs and business seminars unique to a company's needs are developed and presented by qualified Ivy Tech College personnel. Employers seeking specific training for their employees may request a training program tailored to their needs, or they may enroll their employees in Ivy Tech College's regular courses or programs.

Ivy Tech College-Indianapolis offers many program level and general education courses on the weekend. Classes are held on Friday evenings and on Saturdays for students' convenience in flexible scheduling.



# General Information

## Offices and Services

The following offices and services are available to assist students in successful completion of their courses of study at Ivy Tech College.

**Information Center:** Provides general information and program brochures.

Phone Number: **921-4800**

Hours: Monday-Thursday, 8:00 a.m. to 6:00 p.m.;

Friday, 8:00 a.m. to 5:00 p.m.

Hours may vary with Registration. Please call Admissions at 921-4800 for information.

**Counseling Center:** Provides counseling for admission and academic career planning. Also provides information on registration, programs, orientation, and testing.

Phone Number: **921-4800**

Hours: Monday-Thursday, 8:00 a.m. to 6:00 p.m.;

Friday, 8:00 a.m. to 5:00 p.m.

Hours may vary with Registration. Please call Admissions at 921-4800 for information.

**Veterans Affairs:** Provides general information regarding veterans' programs, educational benefits, certification, V.A. work/study, tutoring possibilities, and fee remission.

Phone Number: **921-4700** or **921-4742**

**Financial Assistance:** Provides general information and counseling regarding the application for and award of college work/study, grants, scholarships, loans, and Pell Grants.

Phone Number: **921-4777**

**Bursar Office:** Receives payment for fees and transcripts. Disburses checks for VA, grants, loans, and refunds.

Phone Number: **921-4944**

Hours: Monday-Thursday, 9:30 a.m. to 6:00 p.m. (non-registration hours); 10:00 a.m. to 6:00 p.m. during registration hours.

Friday, 10:00 a.m. to 5:00 p.m.

**Developmental Studies:** Provides individualized courses in the areas of reading, English and mathematics to help the student increase basic skills in mathematics, reading, spelling ability, and writing skills. Students who have not earned a high school diploma may prepare for and take the GED examination.

**A.C.C.E.S.S.:** (Academic and Career Competence Through Educational Support Systems) Provides assistance to students who need additional academic help to succeed, beyond the services of Ivy Tech College programs. Administered through the Developmental and General Education Department. The program also includes specialized testing, tutoring and counseling.

Phone Number: **921-4925**.

**Registrar's Office:** Processes and maintains grade information, drop/adds, registration forms, student records, transcripts and certification of graduation.

Phone Number: **921-4977**

**Math Lab:** Math Lab personnel work with students enrolled in Tech Math 1, Business Math and Math of Finance.

Phone Number: **921-4925** (North Meridian Center).

Phone Number: **269-9221** (East Washington Street Center).

**Special Needs Supportive Services:** Assists hearing impaired individuals in vocational, technical and developmental studies. Assistance includes an instructor, and interpreters for the hearing impaired.

Phone Number: **921-4983** (TTY/VOICE)

**Center for Single Parent/Homemaker Educational Services:** Provides counseling, testing, and other services, such as workshops and seminars, for single parents and homemakers.

Phone Number: **251-0041** or **921-4796**

**Computer Assisted Instructional Lab:** Provides educational software tailored to adult learners and to enhance faculty awareness by incorporating software into their educational process.

Phone Number: **921-4972**

## Bookstore

The Ivy Tech College Bookstore, at North Meridian Center and East Washington Center, sells required textbooks and supplies, gifts and other materials. Regular bookstore hours are Monday through Thursday, 9:00 a.m. to 6:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m. During the first week of registration, the hours are Monday-Thursday, 9:00 a.m. to 8:00 p.m.; during the second week, 9:00 a.m. to 7:00 p.m. Friday hours remain the same.

Phone Numbers: **921-4782** (North Meridian Center); **269-9229** (East Washington Street Center).

## Library/LRC

The Library/Learning Resources Center is a source of reference materials, leisure reading materials, materials related to all program areas of the College, career exploration materials, general magazines and newspapers, audio visual materials and equipment, inter-library loans, textbooks on reserve for in-library use, reference service, library use assistance, and pay photocopy machine.

Phone Numbers: **921-4782** (North Meridian Center); **269-9229** (East Washington Street Center).

## Job Placement

The College Placement Office maintains records for all students interested in job placement assistance and prospective employers seeking qualified graduates of Ivy Tech College's programs. Employers registering with the Office are provided with the names of all qualified candidates for employment without regard to sex, race, age, national origin, or non-disqualifying handicaps.

Students registered with the Placement Office will be provided information on employment opportunities, assistance in preparing a credential packet, and assistance in obtaining copies of credentials to be released to prospective employers. Any students registered with the office can be interviewed by all prospective employers.

Phone Number: **921-4880** (North Meridian Center); **269-9257** (East Washington Street Center on Tuesday only).

#### *Registrar's Office (Student Records)*

Indiana Vocational Technical College, in compliance with the Buckley Amendment to the federal General Education Provisions Act, provides for the privacy of students and their parents regarding access and disclosure of records maintained by the College. No personal student information, other than directory information, may be released by the College without permission of the student.

A student can refuse to permit disclosure of all or any part of directory information by filing a written refusal, designating the particular information to be withheld, at the Office of Student Services.

Student records are held in security by the College. All transcripts on file with the College from high schools and other institutions of higher education cannot be released by Ivy Tech College. A student needing a transcript from high school or another college should request it directly from the institution.

Phone Number: **921-4977**

#### *Parking*

The College provides parking lots for students, visitors, faculty, and staff. Parking is on a first-come, first-served basis; maps and a copy of parking rules are available through Security and General Information.

#### *Personal Messages*

The College cannot accept or deliver personal messages or telephone calls for students except in cases of extreme emergency. The College must know the extent of the emergency before attempting to locate the student.

#### *Lost and Found*

Lost and found items should be turned in and/or claimed in the Security Office.

Phone Number: **921-4806** (North Meridian Center); **269-9251** (East Washington Street Center).



*"I'm a practicing electrical engineer with six years of college training in my field. I took Ivy Tech College's Autocad classes to learn the latest in computerized drafting. The instructor and students were all part-timers with daytime jobs in the industry. I consider that a plus because the result is classes that are organized to teach theory and specific, practical skills for immediate, on-the-job application. The labs provided me with hands-on instruction with state-of-the-art equipment. Ivy Tech College is a good place to go to learn specific skills quickly without the time-consuming hassles of enrollment."*

**Jim Olson**  
**Part-time Student**  
**Autocad**

# Financial Assistance

The following is general financial assistance information at Ivy Tech College, Central Indiana.

If you have any questions regarding financial assistance call 921-4777 or visit the Financial Assistance Office at North Meridian Center, One West 26th Street (Meridian at Fall Creek).

## General Information

Indiana Vocational Technical College offers various types of financial assistance to students who want to continue their education. Some assistance programs are administered by the College Financial Assistance Office under the policies and guidelines established by the State and Federal Government; other programs are administered directly by a state or federal agency or an outside organization. Eligibility for most financial assistance at Ivy Tech College is based upon the student's demonstrated financial need. Ivy Tech College offers six major student financial assistance programs: Pell Grants, Supplemental Education Opportunity Grants (SEOG), College Work-Study (CW-S), Higher Education Awards (HEA), Guaranteed Student Loans (GSL) and Ivy Tech College Grants and Scholarships.

## Eligibility

In general, you are eligible for financial assistance if:

- you have been accepted for admission to the College in an eligible program on at least a half-time basis.
- you are a U.S. citizen or an eligible non-citizen.
- you have filed an Ivy Tech College application for financial assistance which includes draft compliance and educational purpose statements.
- you are making satisfactory progress toward completing your course of study.
- you have submitted documentation to verify the data provided on the Financial Aid Form (FAF) or the Application for Federal Student Aid (AFSA).
- you have indicated acceptance of any awards by signing the appropriate Student Aid Report or financial aid notification within deadlines specified by the Financial Assistance Office.
- you do not owe a refund on a Pell Grant or a Supplemental Educational Opportunity Grant.
- you are not in default on a Perkins Loan (formerly National Direct Student Loan) or Guaranteed Student Loan.

## Application Forms

Applications are available in the Financial Assistance Office. Fall Quarter marks the beginning of the financial assistance award year. You may apply by filling out either of these forms: The College Scholarship Service Financial Aid Form (FAF) or the U.S. Department of Education's Application for Federal Student Aid (AFSA). You are strongly urged to let the financial assistance staff review your application before it is mailed. This will reduce your chances of making an error which could delay your financial assistance.

## Student Aid Report (SAR)

If you apply for federal student assistance, four to six weeks later you will receive a Student Aid Report (SAR). The SAR reproduces the information you gave on your application.

Based on that information, the SAR shows whether you are eligible for a Pell Grant. If you are eligible, the Financial Assistance Office at Ivy Tech College will use the Student Aid index number on your SAR to determine the amount of your Pell Grant. Even if you are ineligible for a Pell Grant, check with the Financial Assistance Office. The Financial Assistance Office may be able to refer you to other forms of financial assistance.

## Records Needed

The Ivy Tech College Financial Assistance Office will need documents on file to verify the information reported on the application. The documents are as follows:

- Ivy Tech College Financial Assistance Application (which includes 1 and 2 below).
- Verification of Admission to an eligible program.
- A signed copy of your and /or your parents 1986 Federal Tax Return (1040, 1040A or 1040 EZ), if requested.
- A verification Worksheet, if requested.
  1. A signed Student Affidavit of Educational Purpose.
  2. A signed statement of Selective Service Registration status.This statement is required of all students, regardless of age, sex or prior military service.

## Verification

Verification is a procedure whereby a school verifies certain items reported on the SAR. Ivy Tech College currently verifies at least 30 percent of the SAR's submitted.

To complete verification procedure, you must turn in all of the items listed under the "Records Needed" section of this document and any other information requested.

If a SAR is found to have incorrect information, the Financial Assistance Office will return the SAR to you with the corrections marked. You must then send it into the Pell Grant Processing Center. The Pell Grant Processing Center will in turn send you a corrected SAR.

If you received Federal Financial Aid because you reported incorrect information, you will have to repay any portion of assistance you should not have received. Also, ANY PERSON WHO INTENTIONALLY MAKES FALSE STATEMENTS OR MISREPRESENTATIONS ON A FEDERAL AID APPLICATION IS VIOLATING THE LAW AND IS SUBJECT TO A FINE OR IMPRISONMENT OR BOTH, UNDER PROVISIONS OF THE U.S. CRIMINAL CODE.

## Transfer Student

If you transfer from one school to another, your financial assistance does not automatically go with you. To continue receiving assistance at Ivy Tech College, you must check with the Financial Assistance Office at Ivy Tech College to find out what programs are available and what steps you must take. If you are attending or have attended another college and decide to transfer to Ivy Tech College, you must have your prior school send a financial assistance transcript to Ivy Tech College. If the Ivy Tech College Financial Assistance Office does not receive this transcript, you will not receive assistance from any financial assistance programs.

If you have a Pell Grant, you must get a duplicate of your Student Aid Report to submit to Ivy Tech College's Financial Assistance Office. If you have a Guaranteed Student Loan, check with the lender to be sure you can continue your loan at Ivy Tech College.

If you have a Supplemental Educational Opportunity Grant, or a College Work-Study job, check with the Financial Assistance Office at Ivy Tech College to find out if funds from these programs are available at Ivy Tech College.

## Student Responsibilities

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial assistance, complete it accurately, and submit it on time to the Financial Assistance Office. Errors can delay your receiving assistance.
- Provide all additional documentation, verification, corrections, and/or new information requested by either the Financial Assistance Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a College Work-Study job.
- Know and comply with the school's refund procedures.

## Course of Study

A student is expected to complete a chosen course of study at Ivy Tech College within the designated maximum time frame. Pursuing a course of study is to enroll and attend classes within a program and work toward the Associate in Applied Science degree or a Technical Certificate.

## Standards of Progress

To continue to receive financial assistance, a student must be enrolled in a sufficient number of hours to be eligible. All students must maintain the College approved Standards of Progress. The Office of Financial Assistance will monitor quarterly, each student recipient's grade point average (GPA) and the number of credit hours completed. A student is expected to complete an Associate Degree or Technical Certificate within a reasonable time frame.

If there are questions regarding probationary enrollment or the suspension of financial assistance, a student should contact the Office of Financial Assistance for information about appeal and/or reinstatement procedure.

## Appeal Procedures

Students whose financial assistance benefits are suspended have the right to appeal the decision. The Appeals Committee includes Ivy Tech College employees who do not work in the Financial Assistance Office.

To file an appeal, a student should pick up a blank appeals form from the Financial Assistance Office, complete the form as indicated and return the form to the Financial Assistance Office. The decision of the committee will be mailed to the student.

## Refunds to Financial Aid Recipients

Except for GSL, no financial assistance funds will be released to the student until after the refund period. The amount of any awards which are affected by changes in enrollment status during the refund period will be adjusted accordingly. For GSL recipients, a portion of all of the refund will be returned to the lender.

*"I was new to Indianapolis and looking for an accounting degree. After checking with several colleges, I became discouraged until the Hispano-American Multi-Service Center directed me to Ivy Tech College. I received financial aid and am now attending classes. Ivy Tech College was there when I needed it."*

**Tina Bigelow**  
Accounting Technology  
Student



# Admissions and Information

## General Admissions

Indiana Vocational Technical College will seek to develop degree credit programs, courses, and community service offerings and provide for open admission counseling and placement service for all individuals regardless of race, color, creed, religion, sex, national origin, physical or mental handicap, age or veteran's status. Furthermore, the College will intensify its concern and elevate its professional competence to the elimination of the conditions from which discrimination springs.

## General Admissions (Non-Degree Objective)

Ivy Tech College offers courses in many special interest areas, including college preparation. For those who plan to take the GED test, the College offers GED preparation. Persons interested in taking any of the numerous Ivy Tech College courses are invited to do so. Admission as a non-degree student is quick and easy and can be accomplished as a part of the registration process.

## General Admissions (Degree Objective)

For admission as a regular student in one of Ivy Tech College's programs leading to an Associate in Applied Science degree or Technical Certificate each student must submit a graduate high school grade transcript or a copy of successfully completed GED scores. This must be done in the first quarter of admission to a program.

Applicants will participate in assessment testing.\* The purposes of the testing are to measure the student's ability to benefit from a selected program and to determine the student's appropriate placement in Ivy Tech College courses. Admission standards will be satisfied if the assessment testing reveals that the applicant has the basic skills needed for success in the chosen program. If the tests reveal skill deficiencies, appropriate developmental course work will be provided.

The College will guide the enrollment of students in particular programs, or courses, on the basis of prior academic records, vocational counseling and testing.

\*Testing may be waived if the applicant submits either:

- a. an official transcript from an accredited post-secondary institution indicating achievement consistent with Ivy Tech College's admission standards;
- b. acceptable standardized test scores (i.e., SAT, ACT).

## Limited Admission and Enrollment

The number of students admitted and enrolled in programs and/or courses may be limited by one or more of the following factors:

1. College financial resources;
2. facilities, including available lab equipment and related support;
3. the number of available health program clinical work stations.

Some programs have prerequisites or entrance requirements based on skill levels and prior knowledge. Selected programs may require a completed health examination form signed by a medical doctor.

## Transfer Students

Students admitted from other recognized colleges and universities may be awarded credit at Ivy Tech College for completed courses that apply to the chosen program of study. These students may present an official transcript from the institution previously attended and meet general admission requirements. The College reserves the right to refuse admission, or to accept conditionally, those students who have been dismissed for disciplinary reasons from other colleges or universities, including other regions of Ivy Tech College.

## Transfer of Credits

Ivy Tech College programs are complete in themselves. Some students do transfer credit successfully. However, it is the right and responsibility of the receiving institution to decide whether or not to accept credits from Ivy Tech College or any other institution. If a student plans to transfer, he/she may wish to check with the other institution before enrolling at Ivy Tech College to get specific information about that institution's policies on credit transfer.

## International Students

Ivy Tech College admits qualified students from other countries. International students must meet College admission requirements and specific procedural requirements for international applicants. They must also provide proof of adequate financial support. It is estimated that the international student will need a minimum of \$11,500 per year (1986-87) for fees and living expenses, while attending the College. The international student should submit a letter from an appropriate sponsor, government official or bank official stating that sufficient funds will be available to cover the cost of the student's education and these funds will be available to the student while attending college in this country. The Office of Student Services will provide additional information and assistance upon request.

## Handicapped Students

College programs and facilities are accessible to students with physical handicaps. Designated parking and special restroom facilities are available. Support services are also available to aid handicapped students with career planning, financial aid, personal counseling and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist physically and psychologically impaired students through available local community resources.

Students with handicaps are urged to contact the Office of Student Services for help with their special problems as students at Ivy Tech College.

## Orientation Program

All new students are encouraged to participate in an orientation program prior to or during the first quarter of classes. The purpose of the orientation is to assist students in making the transition to the College environment. Topics discussed include student services, financial aid, business services, instructional programs, College activities, and College policies and procedures. The orientation program may also include, if not yet completed, testing, interviews, evaluation, counseling, program advising, determination of advanced standing status, and scheduling of classes.

The Office of Student Services offers counseling to all interested students. Students may obtain individual counseling and/or assessment to assist them in identifying their abilities or occupational interests or in developing realistic educational or career plans and occupational outlook data. Students wishing assistance in selecting an occupation and the necessary training may contact Student Services.

## Student Services

A faculty advisor system complements the counseling program provided by the Office of Student Services. Each student, on admission to the College, is assigned a faculty advisor whose purpose is:

1. to assist the student in course selection and program planning;
2. to guide the student in meeting the requirements for graduation as prescribed by the College.
3. to ensure that appropriate technical and general education electives are included in the chosen course of study.

The College encourages close cooperation among students, faculty, and staff. Some counseling is available on an unscheduled basis; however, students are encouraged to schedule appointments with counselors in advance at the Office of Student Services.

## Assessment Testing/Services

All students should attend an assessment session before being admitted into a program. These assessments are used to assist in determining program and course choices of maximum benefit to the student. Ivy Tech College offers a variety of assessments to assist students with career planning and program placement. Students can also receive help in career selection through counseling and testing. Career testing is used only for student guidance, not for admission selection. Adults who have been out of school for some time are encouraged to complete the testing program to assist them in determining their career goals and planning their courses of study. A fee may be charged to cover the cost of administering some of the tests and assessments. Students with previous college credits should submit an official college transcript, which may be used in lieu of testing.

## Alternative Methods of Earning Credit Transfer of Credit

Most Ivy Tech College students earn credit at the College by officially enrolling in and acquiring the competence identified for each course. There are other ways of earning Ivy Tech College credit, however. Some students have attended other colleges or universities and request a transfer of credit. Credit transfer is accomplished when the student arranges with his/her former institution to send an official transcript to the office at Ivy Tech College. This transcript is evaluated for all courses relevant to the student's chosen field. A student must have earned a C or better in any course he/she wishes to transfer to Ivy Tech College. The course must also be from an institution that is accredited by one of the five major accrediting bodies in the United States. There is no overall expiration deadline for courses to be transferred; however, each program chairperson/evaluator uses his/her judgment as to the recency of a course's knowledge and skills. Official transcripts need to be submitted for evaluation to the Registrar's Office no later than the first quarter of enrollment.

## Test-out Procedures

The policy regarding testing out of classes varies from program to program; therefore, a student wishing to test-out of a class should contact the program advisor before registering for the class. A fee will be charged for test-outs.

The general guidelines for test-out are as follows:

1. Test-out examination should be taken before registration for the class for which the test-out is attempted.
2. Test-out examination should be taken and completed at one sitting (unless the test is offered in two parts, i.e., lab and written exams).
3. Test-out examinations for specific courses may be attempted only once.
4. Test-out credits may not be included in credit computations for financial aid programs.

## Credit for Work Experience

Students who believe that occupational experience has enabled them to acquire the proficiencies and competence to meet the objectives of a particular college course, or several courses, may request an evaluation of this work experience for advanced standing. Credit for work experience is awarded only for well-documented, measurable evidence of accomplishment. Students seeking to acquire credit for work experience should be prepared to submit evidence such as a portfolio of architectural or machine drawings, computer programs which they have written, files of memoranda and documents showing that they have dealt with particular problems skillfully, or other like and appropriate data.

## Registration

The registration process includes program counseling, selection of classes, and payment of fees. Newly admitted students will be notified as to when to register for their first quarter classes.

Specific days are set aside prior to each quarter for registration. Students are advised to seek assistance in course selection from faculty advisors or counselors in the office of Student Services prior to registering for classes.

Anyone registering after classes begin must have instructor's permission and will be charged a \$10.00 late fee.

Please contact the Office of Student Services for information concerning registration procedures.

**NOTE: STUDENTS ARE NOT REGISTERED UNTIL FEES HAVE BEEN PAID.**

## Withdrawal Procedure

Withdrawal is defined as the act whereby a student officially files a withdrawal form and discontinues course attendance. To be considered officially withdrawn from a course, the student must file a withdrawal form with the Registrar's Office. **TERMINATION OF CLASS ATTENDANCE DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.** Students can withdraw from class through the sixth week of each quarter. Thereafter, no student withdrawals will be accepted.

**Effective Winter Quarter 1987, the "W" status will no longer be given for withdrawing from a class. New designations include the following:**

### *AW — Administrative Initiated Withdrawal*

If you attend at least one class session but then miss two or more class sessions, your instructor may recommend an "AW" designation. This is a permanent grade designation that will be reflected on your official transcript. The AW will be used to calculate GPA as if it were an F.

### *NW — No Show Withdrawal*

If you do not attend a class for which you are registered and have paid fees, the instructor will recommend an "NW" status. The NW cancels your registration in that class and removes your name from the class list.

### *SW — Student Initiated Withdrawal*

If you must withdraw from a course, an SW will be given if a drop/add form is completed and submitted to the Registrar's Office prior to the end of the sixth week of the quarter.

**Note: If you are receiving Financial Assistance, please check with that office as any of the above may affect your benefits.**

## Enrollment Status

Registration dates are publicized well in advance of each new quarter. The following designations are used to determine a student's enrollment status.

Full-time Student	12 or more credits per quarter
3/4 time	9-11 credits per quarter
1/2 time	6-8 credits per quarter
Less than 1/2 time	1-5 credits per quarter

A first-year student, by definition, is one who has completed up to 45 program specific credit hours; a second-year student is one who has completed 46 or more program specific credit hours.

## Fees

Ivy Tech College's costs are among the lowest of any college in Indiana. Persons enrolled in Ivy Tech College courses are charged a general fee per credit hour. In addition, charges are assessed as they apply to various courses, divisional fees, and certain College activities. In the school year 1986-87 for example, a student attending full-time (taking 15 credit hours) would be charged approximately \$428 a quarter. This cost will vary depending upon the program of study and does not include the cost of books, travel or living expenses. Tuition and fees are subject to change without prior notice by the Indiana Vocational Technical College State Board of Trustees.

Schedule of Tuition and Fees for 1986-87 (as of 4/16/87) (Subject to Change without prior notice)

## General Fee

Indiana Residents	\$27.15 per credit hour
Tuition (including General Fee)	
Out-of-State Students	\$51.05 per credit hour

## Divisional Fees

Division of Business, Office and Information Systems Technologies	\$ 1.25 per credit hour
Division of Visual Communications Technologies	\$ 4.25 per credit hour
Division of Human Services and Health Technologies	\$ 1.25 per credit hour
Division of Applied Science and Technologies	\$ 2.00 per credit hour

*"Since I graduated from Ivy Tech College in 1979 with an Associate in Applied Science Degree in Marketing, the door of opportunity has opened to me in starting my own successful marketing firm. The education that I received at Ivy Tech College has helped me tremendously; I can say that Ivy Tech College is a college that can help you succeed in today's marketplace."*

**Kenneth George**  
President, George & Assoc.  
Marketing Technology Graduate, 1979

## Student Activity Fee

The Student Activity fee varies by enrollment status and region. This fee is a part of the required total tuition cost. The Student Activity fee is used in a variety of ways and positively affects all students.

## Veterans Information

The Veterans Administration determines eligibility for all veterans. Eligible recipients of veterans' benefits are entitled to one-and-a-half months of educational assistance for every month of active duty after January 31, 1955, up to the maximum of 45 months. Educational benefits may be used within 10 years from release from active duty.

The amount of monthly educational allowance depends on the number of dependents and the training time. For Associate in Applied Science degree students, training time is based on the number of credits taken; for Technical Certificate students, training time depends on the number of credit hours.

The Office of Veterans Affairs provides assistance with VA forms and counseling.

## Refund Policy

Students wishing to withdraw from any courses must notify the College Student Records Office (Registrar's Office) of their intent to withdraw. The request must be in writing on the College Drop/Add form which may be obtained from the Program Chairperson, Counseling Office or from the Student Records Office.

**NOT ATTENDING CLASS DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.**

The refundable amount of the fee assessment is determined upon the date the drop request is received by the Student Records Office and the beginning date of the class. Late registration fees are non-refundable. College initiated cancellations of courses will result in total refunds. Drop forms received by the Student Records Office during:

Registration through the first week of the class result in a 100 percent refund.

**Second week of the class result in a 50 percent refund.**

**Third week of class result in a 25 percent refund.**

No refunds issued after the third week of class.

Fees retained by the College may be applied to courses for the same quarter.

Students who have financial aid deferments (Pell Grants) are responsible for any balances should they drop courses during the refund period. The balance owed must be paid upon receipt of a College invoice.

Refund checks are mailed to the address on the student registration form. They are normally mailed prior to six weeks from the date of the drop. Any fees, funds, or charges owed to the College will be deducted before the refund balance is determined.



# Grading System

The student grading system consists of letter grades A – F. Letter grades reflect the quality of performance and achievement of competency by students who complete a course. In addition to grades, status codes are utilized as a condition for which no quality points are assigned. Instructors are responsible to determine and assign both grades and status based upon appraisal and evaluation of students' performances. Grades and status assignments are summarized, reviewed, and analyzed at the course, program, division, region, district and college-wide levels. Students receive quarterly reports of their grades and status.

## Grade Designations:

Each region must use the grades listed below (except industrial training/continuing education courses may use "S").

Grade Designation	Descriptions	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0
AW	Non-Completion/ Failure to Attend	0

### AW – Administrative Initiated Withdrawal

Students who have attended at least one class session and then have been absent for two or more class sessions may be recommended as an "AW" by the instructor with final approval from the program chairperson unless the instructor has documentation that the student is still actively pursuing the course. Proper documentation may include completed papers, exams, quizzes, projects.

However, students who wish to appeal the action based upon legitimate reasons (illness, vacation, guard duty, etc.) for such absences should meet with their instructor no later than two weeks after mid-term date and demonstrate why the AW should be removed. The instructor may then recommend reinstatement with the approval of the Division Chairperson or Dean/Director of Instruction and make assignments enabling the student to complete the course. Copies of this documentation must be given to the Registrar and Financial Aid Offices.

If the above is not done and the AW remains on the student's record, it will be used to calculate GPA as if it were an F with zero quality points per credit.

Students who have received an AW may not later elect to use the SW (see Non-Grade Designations – Status Conditions).

### Non-Grade Designations – Status conditions:

Status conditions and grades constitute all possible dispositions for a course. The intermediate status code of "I" must be converted to a grade within a specified time period. Quality points are not assigned for status codes.

Status	Description	Quality Points
I	Incomplete	0
NW	No Show Withdrawal	0
SW	Student Initiated Withdrawal	0
AU*	Audit	0
S**	Satisfactory	0
U**	Unsatisfactory	0
T	Transfer	0
V	Verified Competency	0

\* must be declared at time of registration

\*\* Non-program related courses only – must be declared at time of registration.

These non-grades are used for the following reasons:

### I – Incomplete

"I" designations are received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the final examination and/or other specific course assignments.

To remove an "I" designation, a student must meet with the instructor to make arrangements to complete the course work. The instructor must submit the grade within 30 calendar days after the end of the following term in which the student received the "I" designation. If the instructor is not available, the program/department chairperson is responsible for assigning a grade. Longer periods may be granted if authorized, in writing by the Dean/Director of Instruction; however, this extension may not exceed one year. If an "I" grade is not removed within the aforementioned time period, an appropriate grade (A, B, C, D, F) will be assigned based on all course requirements completed, including in the grade assigned an average of F for all course requirements not completed. Students who have an "I" grade on their record may not re-register in that specific course. However, if the "I" is changed to an "F", the student may then re-register only once for that course in order to earn a passing grade (See Part I, Repeating Courses).

### NW – No-Show Withdrawal

NW will be used for No-Show Withdrawals. Instructors shall authorize the Registrar to withdraw a student from any class for which the student did not report for the first two weeks of the quarter and failed to notify the instructor of intention to continue. The "NW" designation will be used as the symbol on the records of these no-show students. *This administrative action cancels the student's registration in that course and the student's name will be deleted from the official class list.*

If circumstances warrant, a "NW" student may be reinstated. This could happen, e.g., if a student received a NW as described above and subsequently began attending on a regular basis. In such case, the student must receive the approval of the instructor and must complete the drop/add process to be reinstated in the class.

### SW – Student Initiated Withdrawal

When students find it necessary to withdraw from a course(s), they must give formal notification to the Registrar at the College and complete appropriate forms.

Students may officially withdraw from a course(s) at their own request through the sixth week of a quarter without receiving a failure grade(s). The student's advisors should be consulted and proper forms completed. These forms are available in the Counseling and Admission or Records Offices of each region. Thereafter, a student may withdraw (with the same result as indicated above) only if documented extenuating circumstances are submitted to and approved by the Vice President/Dean or his designee. The "SW" non-grade designation will be entered on the student's academic records.

Students who receive an "AW" may not later elect to use the "SW".



## AU – Audit

An "AU" indicates enrollment in a course for no grade or credit. The fees for audited courses are the same as those for courses taken for credit. Audit status must be declared at time of registration with the approval of the Instructor or Program Chairperson. Students taking a course for credit requirements will have priority over audit students if class size is limited.

## S – Satisfactory

The "S" indicates satisfactory completion of course work in situations where either a status of satisfactory or unsatisfactory (pass/fail) has been arranged by prior agreement. Requests for this type of grading – S/U – can only be made for non-program related courses and must be declared at time of registration. Courses graded with "S" or "U" status can not be used to satisfy program requirements for degree declared students at any point in time.

## U – Unsatisfactory

The "U" indicates unsatisfactory completion of course work in situations where either a status of satisfactory or unsatisfactory (pass/fail) has been arranged by prior agreement. Requests for this type of grading – S/U – can only be made for non-program related courses and must be declared at time of registration. The "U" differs from an "F" in that quality points are not computed. Courses graded with "S" or "U" status can not be used to satisfy program requirements for degree declared students at any point in time.

## T – Transfer

The "T" is used to indicate credits transferred to Ivy Tech from other accredited post-secondary institutions. Transfer credit is assigned following an evaluation of equivalence/relevance and is authorized providing the credits were earned with grades of A, B, or C. Final authority for "T" credit is with the Director/Dean of Instruction, upon recommendation of the department/program head.

## V – Verified Competency

The "V" indicates satisfactory completion of course work in situations such as test-outs, credit for experience, CLEP, experience for secondary work completed through articulation agreements, etc. This status is approved by the Director/Dean of Instruction, upon recommendation of faculty advisor, following completion of necessary verification and documentation of competency.

## Mid-Term Grades (Optional)

Instructors assign mid-term grades to students in each course. The grades are to be submitted no later than the sixth week of the quarter. Regular grade designations must be used, except in industrial training/continuing education courses in which individual employers may elect to use:

S	Satisfactory
U	Unsatisfactory

Students taking prerequisite courses must receive C or better in that course in order to register in the next level course. It is the responsibility of the faculty advisor to verify satisfactory academic progress. However, students may register in other courses *not* requiring prerequisites.

## Student Class Attendance

Nonattendance may result in the nonattainment of course objectives and, consequently, in failure grades. Students who miss class sessions must check with instructors about their standing in the course. Faculty are encouraged to follow-up students who miss two consecutive weeks or less and do not contact the instructor. The names of all students missing two consecutive weeks will be forwarded to the Student Services Office for additional follow-up. (See Non-grade Designation section for explanation of student withdrawals.)

## W-Withdrawal

Effective Winter Quarter, 1987 the "W" status will no longer be given for withdrawing from a class. New designations include the following:

### AW – Administrative Initiated Withdrawal

If you attend at least one class session but then miss two or more classes, your instructor *may* recommend an "AW" designation. This is a permanent grade designation that will be reflected on your official transcript. The AW will be used to calculate GPA as if it were an F.

### NW – No Show Withdrawal

If you don't attend a class for which you are registered and have paid fees, the instructor will recommend an "NW" status. The NW cancels your registration in that class and removes your name from the class list.

### SW – Student Initiated Withdrawal

If you must withdraw from a course, an "SW" will be given if a drop/add form is completed and submitted to the Registrar's Office prior to end of the sixth week of the quarter.

**Note:** If you are receiving Financial Assistance, please check with that office as any of the above may affect your benefits.

# Academic Standards

## Course of Study

### Definition of "Course of Study"

A "course of study" at Indiana Vocational Technical College is defined as an identified series of courses leading to an educational/career goal. Pursuing a course of study is to enroll and attend classes within the approved program and work toward an AS, AAS, or TC. Certification requirements required to complete a course of study include: required technical courses, required general education courses, and regionally determined electives.

## Grade Point Average

The grade point average (GPA) is an accumulative average of the student's grades. All Ivy Tech coursework, with the exception of skills advancement courses, completed by the student with assigned letter grades of A, B, C, D, F, or AW contributes to the cumulative grade point average. Status of I, T, S, U, AU, V, SW, NW

*"I had planned on going to college after high school. I learned Ivy Tech College had an excellent reputation in Auto-Cad training and industrial and architectural drafting. When I finish with an Associate in Applied Science degree I know I'll be very prepared as an architectural draftsman. The classes and instructors have been great."*

Larry V. Montgomery  
Architectural Drafting



etc., are not included in the grade point average. Both the quarterly and the cumulative GPA's are obtained by dividing the total number of quality points earned by the total number of credits earned in approved courses. When a student repeats a course, the cumulative grade point average will reflect only the highest grade achieved in that course. Also, in such cases, the number of credits earned will apply only to the course for which the highest grade was achieved.

Under extenuating circumstances (mis-advisement, etc.), a student may petition the Academic Status Committee to exclude certain course work (up to 15 quarter hours) from the cumulative GPA calculation. The petition must be presented to the committee within two quarters of the time the courses to be excluded were taken. Any courses that have been excluded from the cumulative GPA calculation will be counted as attempted, but not earned and can not be used to satisfy program requirements for degree declared students.

## Program Specific Accum

The cumulative Program Specific Accum (PSA) is calculated on the basis of all courses in which a student received grade designations toward the course of study. A 2.0 cumulative PSA in all courses required for the course of study (general education, technical courses, electives) is the minimum qualification for graduation or program completion. When appropriate, and approved by the Director/Dean of Instruction, course work receiving non-computable status of T (transfer credit) or V (verified competency credit) may be counted as credit toward degree completion.

## Minimum Cumulative Grade Point Average

Students who have declared a certificate/degree objective and who have six or more cumulative grade hours attempted must maintain the following minimum cumulative GPA to be considered in satisfactory academic standing:

<i>Quarter Hours Attempted</i>	<i>Minimum Cumulative GPA Required</i>
6 – 15	1.50
16 – 30	1.75
31 – 45	1.90
46 or more	2.00

<i>Quarter Hours Attempted</i>	<i>Minimum Cumulative PSA Required</i>
46 or more	2.00

(See Standards of Progress section for students failing to maintain standards of academic progress).

## Academic Status

Academic status will be calculated for students who have six or more cumulative earned hours toward their chosen course of study. Earned hours include: all grades A–F; all AW's; and the highest grade achieved in any repeated courses.

It is the responsibility of all students enrolling in six or more credit hours in a given quarter to have any earned credits from other colleges submitted for evaluation by the College's Registrar by the midpoint of the first quarter of registration. This information will be entered on the student's records by the end of the first quarter of the student's tenure. All students enrolled for a certificate/degree must satisfy the College's prerequisite for the program prior to enrollment.

Credit hours which are *not* used to calculate GPA and PSA and which do not count toward graduation include:

- All NW's, and SW's
- AU's
- I's
- S's
- U's
- Basic Skills Advancement Courses
- Occurrence(s) of a repeated course(s) with the lowest grade(s) achieved.

Although transfer credits from other colleges/universities may be counted towards graduation, these credits are not used to calculate cumulative GPA and PSA.

Academic status is a designation for the College and is not determined separately for a region or satellite center.

Students who have difficulty maintaining the appropriate minimum GPA and/or PSA must see their faculty advisor or consult the Office of Student Services at their region for advice and assistance.

## Standards of Progress

Students who do not achieve the minimum GPA and/or PSA (see Minimum Cumulative Grade Point Average above) at the end of each quarter of enrollment are failing to meet the college's standards of progress and will be placed on Academic Probation for the following quarter. However, students will be considered to be in good academic standing in the first quarter of Academic Probation with the understanding that they must raise their cumulative GPA/PSA to meet the minimum cumulative GPA/PSA in the next quarter/term. Students failing to meet standards of progress will be subject to specific enrollment restrictions including early registration for the following quarter.

A student who is not meeting standards of progress is: restricted to enrollment in no more than twelve quarter hours of new course credits and no more than a maximum total of fifteen quarter hours during any quarter in the College. If enrolling for more than twelve quarter hours in regular quarter credits, a student will be required to repeat a course or courses in which he/she received a grade of D or F.

Failure to meet standards of progress for one quarter may also result in one or more of the following:

- a. Required attendance at special counseling sessions.
- b. Enrollment in skills advancement courses.
- c. Disqualification for graduation.

Students who are not meeting standards of progress and who do not improve by the end of the next quarter/term shall not be allowed to register for the following quarter. "No improvement" means the student has not achieved the applicable minimum cumulative GPA/PSA required in accordance with this Academic Standards Policy or has not successfully completed at least six credit hours and attained a 2.00 or better quarterly GPA for the probationary quarter. Students attaining a 2.00 quarterly GPA for the probationary quarter will be allowed to enroll but will remain on Academic Probation until attaining the minimum cumulative GPA required in accordance with this Academic Standards Policy. Following the quarter of non-enrollment, a student may re-enroll as a degree/certificate seeking student with an Academic Probation status although these students can not receive Title IV financial aid. Students may re-enroll at any time on a non-degree seeking or skills advancement basis. Students will be terminated from the College for five years if prevented from enrolling twice on an Academic Probation status unless they choose to participate in an extensive skills advancement program to correct academic deficiencies.

Students who are not allowed to register at one of the regions may not register at any of the other regions; however, they may petition for re-admission at the college (region) which they originally attended. The re-admission petition may be approved by the administration for good and sufficient reason by the College's Academic Status Committee.

In addition, failure to meet the standards of progress at the close of that next quarter or after not enrolling for one or more quarters will result in one or more of the following:

- a. Discontinuation of financial aid eligibility.
- b. Discontinuation of Veterans benefits.
- c. Attendance at special counseling sessions (when a student is not making satisfactory progress, the academic advisor may counsel the student to consider another program more suited to interests and abilities).
- d. Enrollment in skills advancement courses only.
- e. Limiting/reducing course load.
- f. Disqualification from graduation in the student's program (see CDP 4.48).

A student is no longer identified as not maintaining standards of progress when he/she successfully completes at least six credit hours and re-establishes a 2.00 cumulative GPA/PSA.

## Repeating Courses

When a student repeats a course (allowable once in most programs for D, F, or AW grades), the highest grade received shall be counted in the students cumulative GPA and PSA if applicable. In unusual circumstances, the student may petition the Director/Dean of Instruction to grant special permission to repeat a course more than once and have the highest grade count.

## Academic Probation

A student is placed on academic probation when he/she fails to maintain a GPA of 2.0. At this point counseling and/or advising may intervene. Students are automatically removed from probation if satisfactory progress status is made. For further information, contact the Office of Student Services.

## Special Problems

Students with special problems should work with an Ivy Tech College counselor to resolve the problems.

## Graduation

The degree of Associate in Applied Science or other appropriate certificate is awarded by the College to students who meet graduation and certification eligibility requirements. Graduation ceremonies are held once a year. Graduating students are charged a fee to cover the cost of ceremonial cap and gown.

Each student entering the final quarter of training prior to graduation will complete an Application of Graduation. The application will be certified by the student's advisor and forwarded to the Registrar's office where the appropriate diploma will be prepared. Diplomas will not be prepared for students failing to make application for graduation.

A student is considered eligible for graduation when he/she fulfills the requirements for graduation and certification eligibility at his/her program level.

To graduate with an Associate in Applied Science Degree, the student must:

1. attain a grade point index of 2.0 in the required technical and general education courses, with not more than one course in each of these areas at a "D" or lower performance level;
2. complete successfully all courses within certification requirements with a grade point index of 2.0;
3. earn the last 15 credits as a regular student of Ivy Tech College, rather than by test-out or other means of advanced placement;
4. complete successfully the Ivy Tech College certification requirements;
5. satisfy all financial obligations to the College.

To graduate with a Technical Certificate, the student must:

1. attain a grade point index of 2.0 in the required technical courses with not more than one course at a "D" or lower performance level;
2. complete successfully all courses within certification requirements with a grade point index of 2.0;
3. earn the last 15 credits as a regular student of Ivy Tech College, rather than by test-out or other means of advanced placement;
4. complete successfully the Ivy Tech College certification requirements;
5. satisfy all financial obligations to the College.

## Placement

The Placement Office at each region of Ivy Tech College assists registered graduates and students in finding jobs. Interested students should register for placement assistance at the Office of Student Services, which will:

1. advise candidate of the College placement service;
2. distribute registration forms for the placement service;
3. provide occupational information, including employment trends and local and state occupational outlook data;
4. assist the registered candidate in preparing a packet of credentials for use in finding a job. The packet may include:
  - a. a resume of candidate's education and employment experience;
  - b. personal letters of recommendation verifying the student's employability;
5. maintain original copies of the candidate's credentials;
6. prepare copies of credentials released by the candidates for referral to prospective employers. Alumni may update their credentials whenever they wish to use the placement service.

# Student Conduct

## Standards of Conduct

Students enrolled at Indiana Vocational Technical College are expected to conduct themselves in a mature, dignified, and honorable manner. The reputation of the College in the community depends in large part upon the behavior of its students.

Students are subjected to College jurisdiction on College matters during their period of enrollment. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech College representatives, has not been in the best interest of other students or the College. Disciplinary action may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, or dismissal. Students, in turn, have the right to due process.

All Ivy Tech College students are expected to abide by the following rules of conduct:

## College Rules

Students not abiding by these rules will be subject to disciplinary action and state law.

1. Possession or Influence of Alcoholic Beverages  
Any student found guilty of drinking, being under the influence of or possession of intoxicating beverages on College property is subject to disciplinary action and state law.
2. Illegal use of Drugs  
The illegal use of drugs is strictly prohibited on College property. Any student found using, under the influence of, in possession of, or distributing illegal drugs is subject to disciplinary action and state law.
3. Smoking

Students may smoke in private offices, conference rooms, and other areas as designated by the Vice President/Dean. Smoking is generally prohibited in carpeted areas and in posted "no smoking" areas in accordance with fire regulations as well as consideration of campus environment.





*"After a divorce stopped my income from a family owned business, I came to the realization my marketable skills were not good. I knew I needed to upgrade my present skills and learn new ones. I started at Ivy Tech College in 1985 and have recently graduated with an Associate in Applied Science Degree in Secretarial-Word Processing. I was even named Secretarial Student of the Year in 1987! Ivy Tech College has opened a whole new world to me."*

**Betty Wilkerson**  
**Graduate, 1987**  
**Secretarial Sciences-Word Processing**

#### 4. Assembly

Persons shall not assemble in a manner that obstructs the free movement of others about the campus, inhibits the free or normal use of the College buildings and facilities, or prevents or obstructs normal operation of the College.

#### 5. Signs

Students may not erect signs on campus or display signs or posters except on designated bulletin boards, without the authorization of the Vice President/Dean or his designee. Also, students shall not deface, alter, tamper, destroy, or remove any sign or inscription on College property.

#### 6. Solicitation of Funds

No student organization may use campus facilities or schedule activities to solicit funds without the approval of the Vice President/Dean or his designee.

#### 7. Arms/Deadly Weapons

Firearms (except for those possessed by police officers) are strictly prohibited on College property or at any College sponsored activity held elsewhere. Any student possessing deadly weapons at these locations is subject to disciplinary action and state law.

#### 8. Cheating

Any student found cheating on papers or tests is subject to disciplinary action. Such action may be taken in accordance with College procedures as deemed necessary by the instructor.

#### 9. Counterfeiting and Altering

Students shall not copy or alter in any manner, shape or form any record, document, or identification form used or maintained by the College.

#### 10. Theft of Property

Any theft of personal or College property will be treated as a violation of College rules.

#### 11. Vandalism

The destruction or mutilation of College books, magazines, equipment, or building is prohibited. Such action may result in restitution and/or other disciplinary measures.

#### 12. Use of College Facilities

Students are permitted on campus during normal College hours and at other times established in the College calendar. Students wishing to utilize College facilities at other times must request permission from the Vice President/Dean or his designee.

#### 13. Nonpayment of Financial Responsibility

Students owing fees, fines, or loans shall not be permitted to register for a succeeding session. Grades, records, degree, etc., will not be awarded until debts to the College are paid.

#### 14. Misuse of Motor Vehicles

The College has established student, staff, and visitor parking. All persons are required to park in designated areas and to adhere to College parking regulations. Posted speed limits must be obeyed.

#### 15. Harassment

Any student harassing students or staff may be considered for disciplinary action and state laws.

#### 16. Physical or Verbal Altercations or Abuses.

No student may strike or threaten other students or College personnel or disrupt or interfere in any way with the educational process of other students or the College staff.

### Violations

Persons found in violation of laws and ordinances on College property shall be subject to College disciplinary actions and/or prosecution by law enforcement official(s).

Persons found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations.

The College maintains jurisdiction over matters such as, but not limited to, possession or influence of alcoholic beverages, illegal use of drugs, smoking, nonpayment of financial responsibilities, misuse of motor vehicles, assembly, soliciting, use of College facilities, the posting or erection of signs, physical or verbal altercations or abuses, theft, arms/deadly weapons, harassment, cheating, counterfeiting, and vandalism.

### Due Process Procedures

Due Process provides the College an appropriate mechanism to deal with violations of student conduct and conversely allows a student with a disagreement to grieve against a College personnel's decision affecting that student. The intent of due process is to provide a process of procedures for unbiased review of a particular case or situation. The intent, rather than the mechanism, is the focus of this process. Thus, exceptions to the specifics and mechanisms can and will be made.



## Due Process Procedures for Student Conduct Violations

Generally in due process a College staff member will point out unwanted or unfavorable behaviors. If the behavior is in violation of acceptable student conduct, the staff member may evoke disciplinary measures. If necessary, the process moves from the individual College member to his/her respective supervisor for review. If the student's action continues or further action is necessary, the College staff member will continue to pursue the standard procedure of discussing the situation with his/her supervisor.

The student will be apprised of the unwanted behaviors and the steps necessary to correct the behaviors. At this point the appropriate supervisor can also recommend required counseling or follow one of several disciplinary action tracts, including but not limited to, verbal reprimand, restitution for damages, restitution of privileges, suspension or dismissal.

If the student disagrees with the course of action set forth, the student may then ask to see a manager or department head or divisional chairperson, whichever is appropriate in the hierarchical structure. After review and recommendation at that level the student, if unsatisfied, can see the appropriate Director or Dean of an area of the College such as the Dean of Instructional Affairs or the Director of Student Services.

1. All cases or appeals of student misconduct and/or lack of academic integrity must be referred to one of the Administrators.
2. The administrator may evoke temporary suspension of the student of not more than five school days. If there is still not resolution from a Director or Dean's level, due process involves requesting a review by the Student Status Committee. All cases or appeals meriting suspension or disciplinary dismissal must be referred to the Student Status Committee.
3. Students recommended for dismissal will be notified by their advisors in writing. Students will be given an opportunity to appeal the decision of the Student Status Committee if they so choose. Each region of the College has a Committee on Student Status, composed of at least two instructors, two students designated by the Student Senate, and two administrative persons.
4. The Student Status Committee deals with all cases relating to disciplinary actions or the academic status of students. Each regional institute has a Student Status Committee that makes recommendations to the Vice President/Dean.
  - a. The Student Status Committee will usually be composed of at least six members, including two full-time instructional staff members and two administrative staff persons appointed by the Vice President/Dean of the region. The additional two members will be students designated by the Student Senate. The Committee's review and subsequent disposition of a formal complaint will begin no later than thirty (30) days after receipt of the written complaint. Staff legal counsel, as needed, will be available to the Committee.
  - b. The Student Status Committee will assure the student due process. A written statement will be presented to the student by the chairman of the Student Status Committee. The student will be invited to speak on his/her own behalf.
  - c. The chairperson of the Student Status Committee will notify the student in advance of the meeting of the Student Status Committee (and the statement of misconduct) within one week by mail (preferably registered).
  - d. The Student Status Committee will issue a recommendation to the Vice President/Dean following its deliberation. Disciplinary probation or dismissal from the College will be final only after review by the Vice President/Dean, who may approve or disapprove the recommendation of the Student Status Committee. (STUDENTS DISMISSED FOR DISCIPLINARY REASONS WILL NOT BE ENTITLED TO REFUNDS).

- e. The student will be informed in writing of the decision of the Student Status Committee and of the subsequent recommendations to the Vice President/Dean, whose decision is final. A copy of the written recommendation from the committee will be filed in the student's folder in the Office of Student Services.
- f. If the student disagrees with the Student Status Committee recommendation, he/she may file a complaint with the regional Vice President/Dean within 72 hours after notification of the Student Status Committee's decision.
- g. Exceptions to these rules may be made in extenuating circumstances at the discretion of the Vice President/Dean or his designee upon request by the party involved.
- h. Copies of the above process are available to all students at the Learning Resource Center.

## Student Grievances

Students may bring legitimate grievances to the attention of their instructors or other advisors. Time will be provided for grievance conferences within two weeks of the complaint. The purpose of the conference is to discuss the problem and to find, if possible, a mutually satisfactory resolution.

If the grievance concerns an instructor or an advisor, the student may request a conference with a department head, chairperson, the Director of Student Services, or the Dean of Instructional Affairs, as deemed appropriate. The conference will be held within two weeks of notice of the complaint.

The student who determines that the grievance has not been adequately addressed by these methods may follow a prescribed formal grievance procedure as identified in the previous section.

# Instructional Programs

## Division of Business, Office and Information Systems Technologies

Career opportunities in business are expanding rapidly. Employment statistics indicate that the better jobs in business will be filled by persons equipped with the technical skills required in today's business world. In recognition of the impact of changing technology on business careers, Ivy Tech College's Division of Business, Office, and Information Systems Technologies offers programs designed to prepare the student for employment in one of many occupations relevant to Indiana businesses.

### Accounting Technology

All levels of business, industry and government rely on accountants to express, in financial terms, the results of their daily transactions.

Demand for accountants is particularly strong in banks, insurance companies, manufacturing firms, government offices and professional service organizations. Entry level positions in the accounting field include Junior Accountant, Cost Accounting Clerk, Bookkeeper, Junior Executive Trainee and many others.

Ivy Tech College's Accounting Program provides instruction for initial employment or the up-grading of skills. Many students can meet their educational objectives by completing just a course or two and other students will want to develop their skills to the fullest by pursuing the College's Associate in Applied Science degree in Accounting. This program, which normally will take the full-time student approximately two years to complete, will prepare him or her for a wide range of employment opportunities.

## Accounting Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First	0110	Accounting I	4	
Quarter	8110	Communications	4	
	8212	Business Mathematics	4	
	0122	Business Law I	3	
		TOTAL		15
Second	0120	Accounting 2	4	
Quarter	1236	Office Calculating Machines	3	
	8113	Oral Communications	4	
	8401	Human Relations	4	
		TOTAL		15
Third	0130	Accounting 3	4	
Quarter	8111	Business Communications	4	
	0142	Job Cost Accounting	4	
	0143	Business Law 2	3	
		TOTAL		15
Fourth	0140	Intermediate Accounting I	4	
Quarter	0151	Process Cost Accounting	4	
	8213	Math of Finance	4	
	0575	Topics in Data Processing	4	
		TOTAL		16
Fifth	0150	Intermediate Accounting 2	4	
Quarter	0141	Individual Income Tax	4	
	0607	Productivity Software Applications	4	
	0323	Business Principles and Organization	3	
		TOTAL		15
Sixth	0160	Intermediate Accounting 3	4	
Quarter	0609	Introduction to Spreadsheets	4	
	1212	Typewriting I	4	
	XXXX	Elective	3	
	XXXX	Elective	3	
		TOTAL		18
Total Associate in Applied Science Degree Credits				94

Accounting Associate Degree Electives may be chosen from the following:

COURSE #	COURSE TITLE	CREDITS
0510	Data Processing Fundamentals	5
1255	Word Processing Fundamentals	2
1256	Word Processing Operations	4
0613	Integrated Business Software	4
0567	Microcomputer Database Management	4
0913	Techniques of Supervision	3
1148	Insurance	4
8501	Field Study	9



## Business and Management (BAM)

The business and management program is structured to adapt to diverse interests in three optional areas — Small Business Management, Marketing Management and Manufacturing Management.

Career path: Your choice of BAM option (Small Business Management, Marketing Management and Manufacturing Management), leads toward an Associate in Applied Science degree in Business and Management.

Full-time or part-time: If a full-time student, usually only 3 campus visits per week need be scheduled (three courses of 12 credits; more courses optional).

Day or evening: If day, most courses start at 9:00 a.m.; if evening, most courses start at 5:30 p.m. This choice also allows your schedule to be flexible during the quarter classes are offered, shifting day or evening.

Degree objective or courses-only: Many "courses-only" are offered off campus in the surrounding area and counties.

For those individuals who, at the outset, are uncertain of a career path, BAM provides for enrollment in basic courses, allowing time to defer firming of career choice. For those with a degree objective, BAM provides, in addition to choice of option, selection of elective courses, allowing for refinement of career preparation. For those wishing preparatory instruction, BAM draws on a full-time special-needs faculty for individualized concerns.

BAM offers the business operational and managerial skills needed for 1) small business — self-employment as entrepreneur or generalist administrator, such as office manager; 2) manufacturing — management trainee, first line supervisor, or advancement such as superintendent; 3) marketing — management trainee, buyer, salesman, retailer, agent, or advanced managerial functions.



## Business and Management Associate in Applied Science Degree

Option 03—Small Business Management

Option 09—Manufacturing Management

Option 11—Marketing Management

COURSE #	COURSE TITLE	OPTIONS	CREDITS
<b>First Quarter</b>			
1112	Introduction to Business		4
0320	Management Principles		4
8401	Human Relations		4
XXXX	Elective		*
<b>Second Quarter</b>			
XXXX	Option Requirement		4
1161	Bus. Mgmt./Marketing	03 11	
0965	Bus. Mgmt./Manufacturing	09	
8110	Communications		4
8212	Business Mathematics		4
XXXX	Elective		*
<b>Third Quarter</b>			
XXXX	Option Requirement		4
1148	Insurance	03	
1002	Manufacturing and Logistics	09	
1135	Retailing	11	
0112	Accounting for Non-Majors		4
0575	Topics in Data Processing		4
XXXX	Elective		*
<b>Fourth Quarter</b>			
XXXX	Option Requirement		4
0321	Office Administration	03	
0901	Quality Control Conc. & Tech.	09	
1137	Buying and Inventory Control	11	
XXXX	Option Requirement		4
0322	Personnel Administration	03 09	
1115	Sales Techniques	11	
0607	Productivity Software Applications		4
XXXX	Elective		*
<b>Fifth Quarter</b>			
XXXX	Option Requirement		4
1151	Public Relations	03	
1001	Distribution and Logistics	09 11	
8111	Business Communications		4
8213	Mathematics of Finance		4
XXXX	Elective		*
<b>Sixth Quarter</b>			
XXXX	Option Requirement		4
1157	Entrepreneurship	03	
0904	Statistical Concepts and Tech.	09	
1147	Advertising	11	
XXXX	Option Requirement		4
1006	Case Studies/Small Business	03	
1006	Case Studies/Manufacturing	09	
1006	Case Studies/Marketing	11	
0328	Laws Applied to Business		4
XXXX	Elective		*
<b>Total BAM AAS Degree Required Credits</b>			<b>90</b>
BAM General Business (6 courses)			24
BAM Option Business (7 courses)			28
General Education (5 courses)			20
Electives			18*

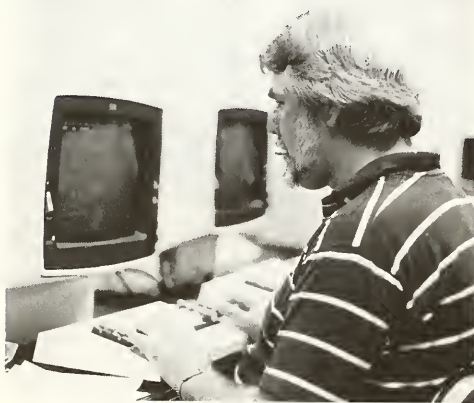
\*Electives, all BAM options—minimum 18 credits. May be drawn from a broad, well-defined selection, including but not limited to requirements of other options. (Exception: VA—electives restricted; see VA counselor.)

## Computer Programming Technology

Computer Programming, one of the most challenging areas of data processing, involves the process of instructing the computer on how to perform its daily functions.

The demand for computer programmers is particularly high in areas such as banking, insurance, hospitals, manufacturing, distributing firms, and government. In addition to entry level positions of programmer or trainee, computer programming students may find jobs as computer operators.

Ivy Tech College's Computer Programming curriculum provides an integrated study of theory and practice of data processing for business, industry and other institutional use. At Ivy Tech College it is possible that only one or two of these will meet a student's educational objectives. Other students will want to pursue the College's Associate in Applied Science degree in Computer Programming. This program will normally take the full-time student two years to complete and will prepare the graduate for the widest range of employment opportunities.



## Computer Programming Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS
First Quarter	0510	Fundamentals of Data Processing	5
		Organization	3
	8203	Technical Math I	4
	8110	Communications	4
		TOTAL	16
Second Quarter	0520	COBOL Programming Fundamentals	5
	0521	Practical Computer Operations	5
	0522	Problem-Solving Fundamentals	3
	8401	Human Relations	4
		TOTAL	17
Third Quarter	0530	Advanced COBOL Programming	5
	0531	Operating Systems	5
	0110	Accounting Principles 1	4
	8113	Oral Communications	4
		TOTAL	18
Fourth Quarter	0541	COBOL Programming 3	5
	8210	Statistics	3
	0120	Accounting Principles 2	4
	0512	Basic Language Programming	5
		TOTAL	17
Fifth Quarter	xxxx	Business Elective	3-4
	0540	Systems Analysis and Design	4
	8111	Business Communications	4
	0570	Assembler Language Programming	5
		TOTAL	16-17
Sixth Quarter	0560	Data Communications	4
	8501	Field Project and/or Case Study	6
	xxxx	Language Elective	5
		TOTAL	15
Total Associate in Applied Science Degree Credits			95-96

Electives: May be chosen from the following:

COURSE #	COURSE TITLE	CREDITS
0573	RPG Programming (RPG-II)	5
0574	PL/I Programming	5
0576	Advanced Assembler Language	5
0122	Business Law I	3
0166	Introduction Management	4
0567	Microcomputer Database Management	4
0575	Topics in Data Processing I	4
0609	Electronic Spreadsheets	4

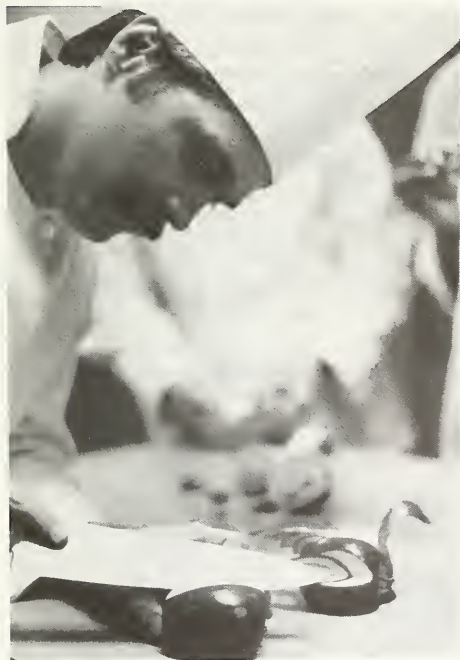


## Culinary Arts Technology

The *Indiana Labor Market: Profile of Region 8* projects an increasing demand for cooks and food service workers in the greater Indianapolis area. Through Ivy Tech College's comprehensive Culinary Arts program, you will become familiarized with the culinary styles of outstanding chefs and experienced instructors. Courses in food techniques and uses of many types of equipment culminate in the award of the Associate in Applied Science degree.

You will participate in food preparation with special attention given to personal hygiene, food handling techniques, sanitation, and safety regulations. The Culinary Arts program covers food, beverage, volume food service, menu planning, international food preparation, classical cuisine, baking and pastries, meat cutting and fish and seafood preparation. An externship arrangement is required of local food service businesses.

Ivy Tech College's Culinary Arts program prepares you for entry-level jobs in the food service industry, ranging from counter service to sous chef. Many courses in the program develop managerial skills as well as technical skills. The program is affiliated with the Indiana Restaurant Association, American Hotel/Motel Association, American Culinary Federation and Chef's de Cuisine Association of Indiana.



## Culinary Arts

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	3411	Introduction to Culinary Arts	2	
	3413	Introduction to Foods	2	
	3415	Introductory Baking	3	
	3416	Culinary Theory and Skills Development	3	
	8110	Communications	4	
	3423	Introductory Hot Food Preparation	3	
		TOTAL		17
Second Quarter	3417	Pantry and Breakfast Cookery	2	
	3419	Culinary Arts Externship 1	3	
	3421	Nutrition	3	
	3455	Menu Design	4	
	8401	Human Relations	4	
		TOTAL		16
Third Quarter	3425	Introduction to Table Service	2	
	3426	Purchasing, Storeroom Procedures and Stewarding	2	
	3427	Institutional Food Service Systems	2	
	3428	Intermediate Hot Food Preparation	2	
	3429	Culinary Arts Externship 2	3	
	8212	Business Mathematics	4	
		TOTAL		15
Fourth Quarter	3430	Meat Cutting/ Kitchen	3	
	3439	Culinary Arts Externship 3	3	
	3467	Classical Pastries	3	
	0110	Accounting Principles I	4	
	3470	Fish and Seafood Preparation	3	
		TOTAL		16
Fifth Quarter	3440	International Food Planning	3	
	3442	Buffet Catering	2	
	3459	Classical Cuisine and Banquet Organization	3	
	3471	Garde Manager	3	
	0913	Technical Supervision I	3	
	0753	Hotel/ Motel Law	3	
		TOTAL		17
Sixth Quarter	3436	Advanced Baking/ Classical Pastry	3	
	3461	A la Carte Food Preparation and Advanced Table Service	3	
	3462	Advanced Food Preparation and Banquet Service	3	
	0923	Technical Supervision 2	3	
	3474	First Aid/ Sanitation	2	
		TOTAL		14
Total Associate in Applied Science Degree Credits				95



## Distribution Management Technology

Distribution Management Technology is an essential aspect to the manufacturing and marketing of goods, representing "the second largest employer in the United States."

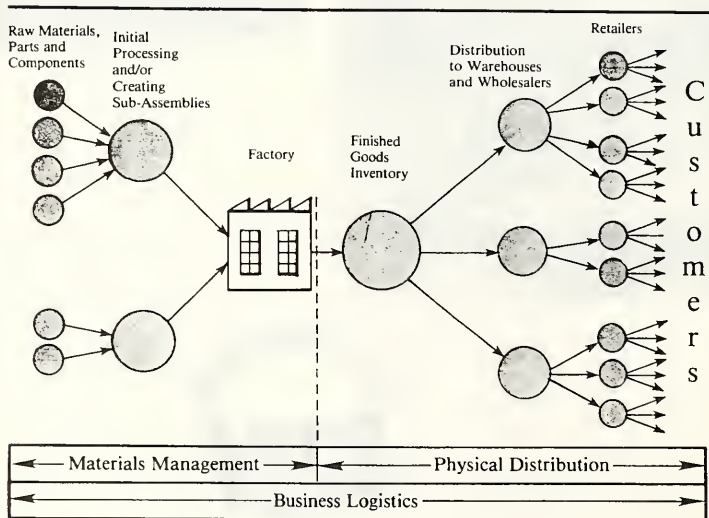
The five major components of the physical distribution system are material handling, warehousing, inventory control, order processing and customer service, and transportation (e.g. road, rail, water, air) carriers.

Career opportunities are found with shippers (e.g. producers, wholesalers), carriers (e.g. railroads), and receivers (e.g. major retailers). Entry level positions could include assisting a line supervisor of one of the major physical distribution and logistics areas or assisting in a staff capacity in the coordination of several of their business activities. Advancement opportunities could include management.

## Distribution Management Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS
First Quarter	1001	Distribution and Logistics	4
	0575	Topics in Data Processing	4
	8401	Human Relations	4
	0571	Survey of Business Data Processing	3
		TOTAL	15
Second Quarter	1002	Manufacturing and Logistics	4
	8110	Communications	4
	8212	Business Mathematics	4
	0323	Business Principles and Organization	3
		TOTAL	15
Third Quarter	1003	The Transportation Systems	4
	0603	Micro/Minicomputer Operation Systems	4
	0112	Accounting for Non-Majors	4
	0166	Introduction to Management	3
		TOTAL	15
Fourth Quarter	1004	Warehousing and Inventory Control	4
	0607	Productivity Software Applications	4
	0322	Personnel Administration	4
	0122	Business Law I	3
		TOTAL	15
Fifth Quarter	1005	Order Processing and Customer Service	4
	8111	Business Communications	4
	8213	Mathematics of Finance	4
	xxxx	Elective from Business Division	3
		TOTAL	15
Sixth Quarter	1006	Case Studies in Distribution Management	4
	1007	Import/Export & Domestic Marketing	4
	0321	Office Administration	4
	xxxx	Elective from Business Division	3
		TOTAL	15
Total Associate in Applied Science Degree Credits			90



## Hotel/Restaurant Management Technology

The hospitality industry is the third largest in the nation. In Indiana it ranks as the second largest.

Ivy Tech College's curriculum, with guidance from the American Hotel and Motel Association, has recognized this trend and made the commitment to meet the present and projected needs of the hospitality industry. The courses are shaped by input from hotel/motel management experts and prospective employers. These constant reviews of industrial changes have indicated that hands-on training is in great demand and the College has structured its offerings to reflect those changes.

Ivy Tech College endeavors to help employers and employees keep abreast of changes in the industry. Training in courses ranging from management and sales promotion to food and beverage purchasing form a solid base of theoretical and practical knowledge.

To keep the hospitality industry running smoothly, industry needs qualified personnel experienced in such jobs as front office clerk, reservation manager, housekeeping supervisor, restaurant manager, purchasing agents and many other positions.

This expanding, exciting program offers both an Associate in Applied Science degree and a Technical Certificate. A flexible class schedule helps train students in the hospitality industry's emerging needs and provides limitless career opportunities.

## Hotel/Restaurant Management Associate in Applied Science Degree

Courses offered are held in conjunction with the American Hotel and Motel Association's Certification program from the educational institute.

	COURSE #	COURSE TITLE	CREDITS
First Quarter	0711	Introduction to Hospitality Management	4
	0744	Sanitation	4
	3444	Introduction to Food Service	3
	8110	Communications	4
		<b>TOTAL</b>	<b>15</b>
Second Quarter	0762	Supervisory Housekeeping	4
	0712	Front Office Procedures	4
	8212	Business Mathematics	4
	8401	Human Relations	4
		<b>TOTAL</b>	<b>16</b>
Third Quarter	0760	Hotel/ Motel Maintenance I	3
	0742	Food and Beverage Purchasing and Control	4
	0733	Food and Beverage Management and Service	4
	0913	Techniques of Supervision I	3
		<b>TOTAL</b>	<b>14</b>
Fourth Quarter	0110	Accounting Principles I	4
	0763	Hotel/ Motel Maintenance 2	3
	0753	Hotel/ Motel Law	3
	0923	Techniques of Supervision 2	3
	8111	Business Communications	4
		<b>TOTAL</b>	<b>17</b>
Fifth Quarter	0723	Convention Management	3
	0510	Fundamentals of Data Processing	5
	0752	Sales Promotion	4
	8213	Math of Finance	4
		<b>TOTAL</b>	<b>16</b>
Sixth Quarter	8113	Oral Communications	4
	0751	Food and Beverage Cost Control	4
	xxxx	Electives	4
		<b>TOTAL</b>	<b>12</b>
Total Associate in Applied Science Degree Credits			<b>90</b>

## Food Service Technical Certificate

	COURSE #	COURSE TITLE	CREDITS
First Quarter	0110	Accounting Principles I	4
	0711	Hospitality Management	4
	0733	Food and Beverage Management and Service	4
	0751	Food and Beverage Cost Control Planning and Procedures	4
		<b>TOTAL</b>	<b>16</b>
Second Quarter	0753	Hotel/ Motel Law	3
	0913	Techniques of Supervision I	3
	3411	Culinary Arts	2
	3413	Introduction to Foods	2
	3416	Culinary Theory and Skills Development	3
	3421	Nutrition	3
		<b>TOTAL</b>	<b>16</b>
Third Quarter	3422	Volume Food Preparation	5
	3425	Table Service	2
	3426	Purchasing, Storeroom Procedures and Stewarding	2
	3428	Intermediate Hot Food Preparation	2
	3442	Buffet Catering	2
	3455	Menu Design	4
		<b>TOTAL</b>	<b>17</b>
Fourth Quarter	3461	A la Carte Food Preparation and Advanced Table Service	3
	3474	First Aid/ Sanitation	2
	8110	Communications	4
	8401	Human Relations	4
		<b>TOTAL</b>	<b>13</b>
Total Technical Certificate Credits			<b>62</b>

## Hotel/Restaurant Management Technical Certificate

	COURSE #	COURSE TITLE	CREDITS
First Quarter	0711	Introduction to Hospitality Management	4
	0744	Sanitation	4
	3444	Introduction to Food Service	3
	8110	Communications	4
		<b>TOTAL</b>	<b>15</b>
Second Quarter	0762	Supervisory Housekeeping	4
	0712	Front Office Procedures	4
	8212	Business Mathematics	4
	8401	Human Relations	4
		<b>TOTAL</b>	<b>16</b>
Third Quarter	0760	Hotel/ Motel Maintenance I	3
	0742	Food and Beverage Purchasing and Control	4
	0733	Food and Beverage Management and Service	4
	0913	Techniques of Supervision I	3
		<b>TOTAL</b>	<b>14</b>
Fourth Quarter	0110	Accounting Principles I	4
	0763	Hotel/ Motel Maintenance 2	3
	0753	Hotel/ Motel Law	3
	0923	Techniques of Supervision 2	3
		<b>TOTAL</b>	<b>13</b>
Total Technical Certificate Credits			<b>58</b>



## Information/Data Management Technology

The program is a user-oriented program which utilizes micro-computer technology within the modern automated office setting. Demand for employees with computer and business skills is particularly high in small and medium-sized firms which create, transmit, and control information by using microcomputers (independent or network configurations) as a management tool.

Office automation systems allow for the productive integration of combinations of several functionally related computerized sub-systems such as word processing, spread sheeting, BASIC programming, electronic mail systems, electronic filing, graphics generation, and telecommunications. These systems may be stand-alone, shared logic, distributed or integrated.

The Associate in Applied Science degree will normally take a full-time student approximately two years to complete.

## Information/Data Management Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	0510	Data Processing Fundamentals	5	
	0601	Office Automation	3	
	8110	Communications	4	
	8212	Business Mathematics	4	
		<b>TOTAL</b>	<b>16</b>	
Second Quarter	8111	Business Communications	4	
	0575	Topics in Data Processing I	4	
	0603	Micro/Minicomputer Operating Systems	4	
	xxxx	Area of Concentration Elective	4-5	
		<b>TOTAL</b>	<b>16-17</b>	
Third Quarter	0110	Accounting Principles I	4	
	0568	BASIC Language Programming	4	
	0607	Productivity Software Applications	4	
	xxxx	Area of Concentration Elective	2-5	
		<b>TOTAL</b>	<b>14-17</b>	
Total Technical Certificate Credits			46-50	

Information/Data Management Technical Certificate  
Electives within each area of concentration as follows:

COURSE #	COURSE TITLE	CREDITS
<b>Microcomputer Software Applications</b>		
0567	Introduction to Database Management	4
0605	Microcomputer Database Design and Management	4
0608	Microcomputer Word Processing	4
0609	Electronic Spreadsheets	4
0613	Integrated Business Software	4
1255	Fundamentals of Word Processing 2	2
8501	Field Study/ Co-op Education	5
<b>Data Processing</b>		
0567	Introduction to Database Management	4
0605	Microcomputer Database Design and Management	4
1226	Data Entry	4
8501	Field Study/ Co-op Education	5

## Information/Data Management Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	0510	Data Processing Fundamentals	5	
	0601	Office Automation	3	
	8110	Communications	4	
	0323	Business Principles and Organization	3	
		<b>TOTAL</b>	<b>15</b>	
Second Quarter	8111	Business Communications	4	
	8212	Business Mathematics	4	
	0522	Problem-Solving Fundamentals	3	
	0575	Topics in Data Processing I	4	
		<b>TOTAL</b>	<b>15</b>	
Third Quarter	0110	Accounting Principles I	4	
	8113	Oral Communications	4	
	0540	Systems Analysis and Design	4	
	0603	Micro/Minicomputer Operating Systems	4	
		<b>TOTAL</b>	<b>16</b>	
Fourth Quarter	0120	Accounting Principles 2	4	
	0568	BASIC Language Programming	4	
	0607	Productivity Software Applications	4	
	8401	Human Relations	4	
		<b>TOTAL</b>	<b>16</b>	
Fifth Quarter	0567	Introduction to Database Management	4	
	0560	Data Communications	4	
	0609	Electronic Spreadsheets	4	
	xxxx	Area of Concentration Elective	2-5	
		<b>TOTAL</b>	<b>14-17</b>	
Sixth Quarter	0605	Microcomputer Database Design and Management	4	
	0608	Microcomputer Word Processing	4	
	xxxx	Area of Concentration Elective	2-5	
	xxxx	Area of Concentration Elective	2-5	
		<b>TOTAL</b>	<b>12-18</b>	
Total Associate in Applied Science Degree Credits			90-97	

Information Data Management Associate in Applied  
Science Degree Electives within each area of concentration  
as follows:

COURSE #	COURSE TITLE	CREDITS
<b>Microcomputer Software Applications</b>		
0975	Management Information Systems	4
0613	Integrated Business Software	4
0577	Topics in Data Processing 2	4
1255	Fundamentals Word Processing 2	2
8501	Field Study/ Co-op Education	5
<b>Data Processing</b>		
1226	Data Entry	4
0532	Job Control Language	4
0582	Advanced BASIC	4
8501	Field Study/ Co-op Education	5
<b>COURSE # COURSE TITLE CREDITS</b>		
<b>Administrative Support</b>		
0975	Microcomputer Word Processing	4
1255	Fundamentals Word Processing 1	2
1255	Fundamentals Word Processing 2	2
1226	Data Entry	4
1256	Word Processing Operations	4
8501	Field Study/ Co-op Education	5
<b>Information System Management</b>		
0913	Techniques of Supervision 1	3
0923	Techniques of Supervision 2	3
0973	Training for Results	3
8501	Field Study/ Co-op Education	5

\*1270 Introduction to Typewriting may be necessary for  
some students who have had no previous keyboard  
training, but is not included in the total hours  
required for graduation.



## Library Aide Technology

Behind the scenes or up front, employment in a library requires individuals proficient in such skills as preparing books for use, answering reference questions, maintaining circulation files and operating audio/visual equipment.

Ivy Tech College's curriculum prepares students for employment in public, academic school and special libraries. The courses are shaped by input from library professionals and prospective employers. These constant reviews of the library setting indicate changing demands, and the College has structured its offerings to reflect these changes.

Ivy Tech College endeavors to help prospective employees adapt to these changing conditions. The individual elements of the training fuse together to form a solid base of theoretical and practical knowledge.

The Library Aide program provides a one-year Technical Certificate. Graduates have a variety of work situations to choose from, including behind-the-scenes jobs in technical service and public service jobs where there is contact with adults and children — with doctors, researchers, teachers, students and other patrons.

## Library Aide Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	2417	Library and LRC Fundamentals 1	3	
	2419	Library Forms and Records	3	
	1212	Typewriting 1	4	
		TOTAL		10
Second Quarter	2418	Library and LRC Fundamentals 2	3	
	1222	Typewriting 2	4	
	8110	Communications	4	
		TOTAL		11
Third Quarter	2427	Library Operations and Practices	5	
	2415	Audiovisual Equipment Operations and Maintenance	3	
	8401	Human Relations	4	
		TOTAL		12
Fourth Quarter	8501	Field Study	7	
	XXXX	Elective	5	
		TOTAL		12
Total Technical Certificate Credits				45

Library Aide Technical Certificate electives may be drawn from a broad regional selection, including but not limited to:

COURSE #	COURSE TITLE	CREDITS
0575	Topics in Data Processing	4
0608	Micro Word Processing	4
1255	Word Processing Fundamentals (Module 1)	2
1274	Supervision of Word Processing Operations	4
2428	Library Technology Seminar	3
2652	Children's Literature I	3
1226	Data Entry	4
3724	Medical Linguistics I	2
8111	Business Communications	4



## Paralegal Technology

The demand for trained paralegals is increasing. The number of job opportunities is projected to increase significantly by the mid 1990s according to employment analysts. Ivy Tech College recognizes this demand and has made the commitment to meet the present and projected needs of the legal profession. The curriculum is shaped by input from attorneys and professionals associated with the legal field. These advisors offer Ivy Tech College the opportunity to establish the qualifications necessary for success in the paralegal field. Ivy Tech College's courses meet these qualifications, providing trained, knowledgeable paralegal professionals.

As a trained specialist, your duties can range from assisting in complicated legal research to managing the scheduling of court appearances. Your educational training provides a wide variety of job opportunities and mobility. Classroom lectures in such areas as civil law, real estate, research and writing, wills and trusts, combined with on-the-job training, will prepare you in just two years for an exciting job as a paralegal.

If you are interested in a career with above-average entry-level pay, and if you are motivated to enter an exciting field which requires self-discipline and a desire to succeed, Ivy Tech College's two-year, Associate Degree program is for you!



## Paralegal Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	1301	Introduction to Law and Ethics	3	
	xxxx	Natural Science Elective**	4	
	8110	Communications	4	
	8212	Business Mathematics	4	
		TOTAL		15
Second Quarter	1302	Legal Research/Writing	4	
	0122	Business Law I	3	
	8111	Business Communications	4	
	8213	Mathematics of Finance	4	
		TOTAL		15
Third Quarter	0143	Business Law 2	3	
	1303	Civil Law and Procedures	4	
	0110	Accounting Principles I	4	
	8401	Human Relations	4	
		TOTAL		15
Fourth Quarter	1308	Property Law	4	
	1309	Torts	4	
	1315	Medical and Legal Terminology	3	
	1306	Criminal Law and Procedures	4	
		TOTAL		15
Fifth Quarter	1307	Wills, Trusts and Probate	4	
	0608	Microcomputer Word Processing	4	
	1314	Bankruptcy Law	4	
	1304	Insurance Law	3	
		TOTAL		15
Sixth Quarter	1319	Claims Investigation	4	
	1305	Family Law	4	
	1318	Contracts and Commercial Law	4	
	1311	Interviewing and Counseling	3	
		TOTAL		15
Seventh Quarter	1316	Litigation	4	
	1312	Legal Office Management	3	
	1317	Law Practice Workshop	8	
		TOTAL		15
Total Associate in Applied Science Degree Credits				105

\*\*Natural Science course may be chose from one of the following areas of concentration:

COURSE #	COURSE TITLE	CREDITS
8307	General Chemistry	3
8304	Physics I	3
8305	Physics 2	3
8308	General Microbiology	3
8310	General Biology	4
8301	Physical Science	3

\*Curriculum subject to modifications.

## Quality Control Technology

In today's world, quality control is an integral and essential part of every business operation.

Ivy Tech College's curriculum reflects this requirement and has made a commitment to meet the projected needs of business and industry. Courses are routinely shaped by input from quality control technician experts and prospective employers.

Ivy Tech College endeavors to help employers and employees adapt to quality control standards. Our program is organized to prepare individuals to enter the field or to provide quality control employed persons the opportunity to upgrade and certify skills.

To keep manufacturing, service and other industries operating at optimum levels, qualified quality control technicians who have the skills to work with engineering and management teams to improve product quality and assure quality program effectiveness are needed.

The Associate in Applied Science degree program can lead you to a job opportunity in a variety of production fields, including agricultural/biological, chemical and industrial engineering. Graduates are eligible to take the American Society of Quality Control examination which leads to industry certification as a Quality Control Technician.



## Quality Control

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS
First Quarter	0901	Quality Control Concepts and Techniques I	4
	8203	Technical Math I	4
	0913	Techniques of Supervision I	3
	8110	Communications	4
		TOTAL	15
Second Quarter	0902	Quality Control Concepts and Techniques 2	4
	8204	Technical Math 2	4
	0909	Mechanical Metrology	4
	8111	Business Communications	4
		TOTAL	16
Third Quarter	0903	QC Engineering Principles and Techniques	4
	8210	Statistics	3
	0915	Electrical Metrology	4
	8401	Human Relations	4
		TOTAL	15
Fourth Quarter	0904	Statistical Concepts and Techniques	4
	0575	Topics in Data Processing	4
	8301	Physical Science	3
	0916	Procurement Quality Control	4
		TOTAL	15
Fifth Quarter	0905	QC Engineering Theory and Applications	4
	0907	Reliability Objectives	4
	0967	Drafting and Manufacturing Standards	3
	0908	Introduction to Non-Destructive Tests	4
		TOTAL	15
Sixth Quarter	0917	Reliability Techniques	4
	9414	Blueprint Reading I	3
	0607	Productivity Software Applications	4
	xxxx	Elective	3
		TOTAL	14
Total Associate in Applied Science Degree Credits			90

Quality Control Associate in Applied Science degree electives may be chosen from one of the following areas of concentration:

COURSE #	COURSE TITLE	CREDITS
0323	Business Principles and Organization	3
0609	Electronic Spreadsheets	4
0923	Techniques of Supervision 2	3
0963	Manufacturing Processes I	3
0982	Management by Objectives	3
0983	Time Management	3
7548	Basic Geometric Dimensioning and Tolerance	3

## Secretarial Sciences

The secretary is a versatile person who can perform a wide variety of duties. In addition to dictation and typing, many secretaries are found filing, routing mail and answering telephones. In more responsible positions, the administrative secretary may be called on to answer letters, do statistical research, and write reports.

The secretary will find entry-level employment opportunities in almost every facet of business, industry, government, and public or private non-profit agencies. Some will find it profitable to pursue a career as an administrative secretary through Ivy Tech's Associate in Applied Science degree Program in Secretarial-Administrative.

This program will take a full-time student approximately two years to complete.



## Secretarial Administrative

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	1210	Shorthand 1	4	
	1212	Typewriting 1	4	
	8110	Communications	4	
	0323	Business Principles and Organization	3	
		TOTAL	15	
Second Quarter	1220	Shorthand 2	4	
	1222	Typewriting 2	4	
	8111	Business Communications	4	
	xxxx	Elective	4	
		TOTAL	16	
Third Quarter	1230	Shorthand 3	4	
	1232	Typewriting 3	4	
	8212	Business Mathematics	4	
	1224	Records Management	3	
		TOTAL	15	
Fourth Quarter	0110	Accounting Principles 1	4	
	1242	Typewriting 4	4	
	8113	Oral Communications	4	
	1236	Office Calculating Machines I	3	
		TOTAL	15	
Fifth Quarter	8401	Human Relations	4	
	0122	Business Law I	3	
	1255	Word Processing Fundamentals Module 1	2	
	1256	Word Processing Operations	4	
Sixth Quarter	1267	Machine Dictation and Transcription	2	
		TOTAL	15	
	1255	Word Processing Fundamentals Module 2	2	
	1241	Clerical Office Procedures	3	
	1262	Typewriting 5	4	
	0143	Business Law 2	3	
	xxxx	Elective	4	
		TOTAL	16	
Total Associate in Applied Science Degree Credits			92	

(A Technical Certificate is also offered.)

1255 Module 1 and 1256 Corequisites

Administrative Secretarial Associate degree electives may be chosen from one of the following areas of concentration:

COURSE #	COURSE TITLE	CREDITS
Administrative Secretarial Electives:		
1114	Marketing I	4
0913	Techniques of Supervision I	3
1226	Data Entry	4
1240	Shorthand 4	4
1257	Word Processing Applications	4
1275	Word Processing Files Management	4
8501	Field Study, Co-op Education	6
1270	Introduction to Typewriting (Non-Majors)*	3

\*1270 Introduction to Typewriting may be necessary for some students who have had no previous keyboard training, but is not included in the total hours required for graduation.

COURSE #	COURSE TITLE	CREDITS
Microcomputer Electives:		
0608	Microcomputer Word Processing	4
0607	Productivity Software Applications	4
0609	Electronic Spreadsheets	4
8501	Field Study, Co-op Education	5



## Secretarial-Medical Minor

In addition to the usual secretarial duties, the medical secretary serves as a liaison between the doctor and patient and is important in building and maintaining good relations with the patients. Entry level positions are found in doctors' offices, clinics, hospitals, and other health related organizations.

Many secretaries will find that they can upgrade their job skills by taking just a course or two. Other students will find that they can open the door to an entirely new career as a medical secretary by pursuing Ivy Tech's Technical Certificate in Secretarial-Medical. This program will take the full-time student approximately one year to complete. Still other students will find it beneficial to pursue courses from the College's Secretarial-Administrative Program along with their Secretarial-Medical courses.

## Medical Secretary Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	1212	Typewriting 1	4	
	8401	Human Relations	4	
	8212	Business Mathematics	4	
	1224	Records Management	3	
		<b>TOTAL</b>		15
Second Quarter	3722	Medical Typewriting I	3	
	8110	Communications	4	
	3721	Medical Office Procedures	4	
	xxxx	Elective	4	
		<b>TOTAL</b>		15
Third Quarter	3732	Medical Office Communications	4	
	3713	Medical Office Bookkeeping	4	
	0323	Business Principles and Organization	3	
	xxxx	Elective	3	
		<b>TOTAL</b>		15
Fourth Quarter	9355	Medical Terminology	2	
	3743	Machine Transcription Medical I	4	
	8111	Business Communications	4	
	1236	Office Calculating Machines I	3	
	xxxx	Elective	4	
		<b>TOTAL</b>		15
Total Technical Certificate Credits			60	

1255 Module 1 and 1256 Corequisites

Medical Secretary electives may be chosen from the following areas of concentration:

COURSE #	COURSE TITLE	CREDITS
1255	Word Processing Fundamentals Module 1 & 2	4
1256	Word Processing Operations	4
1257	Word Processing Applications	4
1275	Word Processing Files Management	4
3769	Medical Assistance Administrative Externship	4
3771	Medical Insurance	3
9350	Medical Law and Ethics	2
0608	Microcomputer Word Processing	4
1270	Introduction to Typewriting (Non-Majors)*	3

\*1270 Introduction to Typewriting may be necessary for some students who have had no previous keyboard training, but is not included in the total hours required for graduation.

## Word Processing

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	1212	Typewriting 1	4	
	8110	Communications	4	
	8212	Business Mathematics	4	
	0323	Business Principles and Organization	3	
		<b>TOTAL</b>		15
Second Quarter	1222	Typewriting 2	4	
	8111	Business Communications	4	
	1255	Word Processing Fundamentals Module 1 & 2	4	
	1256	Word Processing Operations	4	
		<b>TOTAL</b>		16
Third Quarter	1232	Typewriting 3	4	
	0110	Accounting Principles I	4	
	1257	Word Processing Applications	4	
	xxxx	Elective	3	
		<b>TOTAL</b>		15
Fourth Quarter	1275	Word Processing Files Management	4	
	1242	Typewriting 4	4	
	8113	Oral Communications	4	
	1224	Records Management	3	
		<b>TOTAL</b>		15
Fifth Quarter	8401	Human Relations	4	
	1241	Clerical Office Procedures	3	
	0608	Microcomputer Word Processing	4	
	xxxx	Elective	4	
		<b>TOTAL</b>		15
Sixth Quarter	0913	Techniques of Supervision I	3	
	1267	Machine Dictation and Transcription	2	
	xxxx	Electives	11	
		<b>TOTAL</b>		16

Total Associate in Applied Science Degree Credits (A Technical Certificate is also offered.)

1255 Module 1 and 1256 Corequisites

Word Processing Associate in Applied Science Degree electives may be chosen from one of the following areas of concentration:

COURSE #	COURSE TITLE	CREDITS
<b>Administrative Secretarial Electives:</b>		
0120	Accounting Principles 2	4
0122	Business Law 1	3
1210	Shorthand 1	4
1220	Shorthand 2	4
1230	Shorthand 3	4
1236	Office Calculating Machines I	3
1262	Typewriting 5	4
8501	Field Study/Co-op Education	6

**Microcomputer Electives:**

0607	Productivity Software Applications	4
0609	Electronic Spreadsheets	4
0613	Integrated Business Software	4
0601	Office Automation	3
8501	Field Study/Co-op Education	6

**Computer Electives (pre-requisites in ( )'s):**

0510	Data Processing Fundamentals	5
0512	BASIC Language Programming (0510)	5
0520	COBOL Programming Fundamentals (0510)	5
0522	Problem Solving Fundamentals (0510)	3
0571	Survey of Business Data Processing	3
0582	Advanced BASIC Language Programming (0510)	4
8501	Field Study/Co-op Education	6

\*1270 Introduction to Typewriting (Non-Majors)\* 3

## Division of Human Services and Health Technologies

The Division of Human Services and Health Technologies recognizes the increasing employment opportunities in the expanding health field. Ivy Tech College prepares students to become technically trained members of the health care team. Classroom, laboratory, and clinical training prepare students for service in hospitals, laboratories, nursing homes, child-care facilities, doctors' offices, and other health care-related settings.

The College's health occupation programs are recognized and accredited by appropriate external accrediting agencies. The College adheres to an open admission policy, but there are special requirements for students entering health occupations programs. Interested persons should contact the Student Services Office for more information.

### Child Care Technology

The need for trained workers in child care is high and is expected to continue to grow as parents, grandparents and guardians remain in the work force. The present economic conditions indicate there will be an on-going need for child care professionals to work in day care centers, preschool facilities as well as public and private homes for children. Ivy Tech's Child Care Technology program is designed to equip graduates with the skills, knowledge and understanding of early childhood development, parent-child relations and the handling of groups of young children.

Graduates of this program would meet job entry requirements for employment in public or private homes for children, day care centers, nursery schools, or schools for special children. Child Care Technology graduates earn a Technical Certificate after completing three-quarters, full-time. Students may also attend on a part-time basis.

### Child Care Technology Child Care Center Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	8401	Human Relations	4	
	2610	Child Growth and Development	4	
	2641	Childhood Movements	4	
	2612	Childhood Health	3	
		<b>TOTAL</b>		<b>15</b>
Second Quarter	2611	Group Care of Children	3	
	2651	Language Arts	4	
	4041	Directed Practice 1	3	
	8117	Effective Listening	2	
	xxxx	Elective	4	
		<b>TOTAL</b>		<b>16</b>
Third Quarter	4006	Families	3	
	2661	Management Techniques- Child Care	4	
	2642	Nutrition and Menu Planning	4	
	4051	Directed Practice 2	3	
		<b>TOTAL</b>		<b>14</b>
Total Technical Certificate Credits				<b>45</b>

Choice of electives:

COURSE #	COURSE TITLE	CREDITS
0575	Topics in Data Processing	5
1157	Entrepreneurship	4
2643	Pre-school Art	4
2660	Pre-school Music	4
4065	Human Services Seminar	4
8402	Applied Psychology	4

## Human Services Child Care Minor

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	8401	Human Relations	4	
	8110	Communications	4	
	4010	Human Services I	4	
	2610	Child Growth & Development	4	
		<b>TOTAL</b>		<b>16</b>
Second Quarter	4005	Motivation & Learning	4	
	4062	Introduction to Community Organization	4	
	2611	Group Care of Children	3	
	8111	Business Communications	4	
		<b>TOTAL</b>		<b>15</b>
Third Quarter	4032	Helping Relationship Techniques	4	
	4041	Directed Practice 1	6	
	2612	Childhood Health	3	
	2642	Nutrition & Menu Planning	4	
		<b>TOTAL</b>		<b>17</b>
Summer	Summer coursework is optional. Courses that will be offered: 2610, 2642, 2641, 2661, Practicum, special seminars, and 8110, 8111, 8401			
Fifth Quarter	4020	Human Services 2	3	
	4034	Interviewing and Counseling	4	
	8113	Oral Communications	4	
	2641	Childhood Movements & Creative Activities	4	
	8117	Effective Listening	2	
		<b>TOTAL</b>		<b>17</b>
Sixth Quarter	4050	Group Process & Skills	4	
	4051	Directed Practice 2	4	
	2651	Language Arts	4	
	8405	Social Problems	4	
		<b>TOTAL</b>		<b>16</b>
Seventh Quarter	2661	Management Techniques	4	
	4060	Program Planning Evaluation	4	
	4061	Directed Practice 3	3	
	4006	Families in American Culture	3	
		<b>TOTAL</b>		<b>15</b>
Total Associate in Applied Science Degree Credits				<b>96</b>

### Child Care Technology In-Home Child Care Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	8401	Human Relations	4	
	2610	Child Growth and Development	4	
	2612	Childhood Health	3	
	2641	Childhood Movements	4	
		<b>TOTAL</b>		<b>15</b>
Second Quarter	2651	Language Arts	4	
	0731	Basic Cooking	4	
	4041	Directed Practice 1	3	
	8117	Effective Listening	2	
	9359	CPR	1	
		<b>TOTAL</b>		<b>14</b>
Third Quarter	4006	Families	3	
	4051	Directed Practice 2	3	
	2642	Nutrition and Menu Planning	4	
	4070	Introduction to In-Home Child Care	2	
	4071	Safety In-Home	2	
	4072	Professionalism	2	
		<b>TOTAL</b>		<b>16</b>
Total Technical Certificate Credits				<b>45</b>

## Health Care Administration

As the population of the elderly increases, more extended-care facilities will be needed. Competent and qualified administrators to head these long-term care facilities will also be in greater demand. At Ivy Tech College, we offer an Associate in Applied Science degree in health care administration. Whether you seek to upgrade your present skill as an employed administrator or desire to enter the field in an entry-level position, consider Ivy Tech College's program of study.

Preparing specific courses geared to the industry, Ivy Tech College's health care administration curriculum is shaped by input from health care professionals. Providing quality health care environments through knowledgeable, well-qualified administrative personnel is Ivy Tech College's commitment. With an Associate in Applied Science degree, administrators can enhance their present skills and knowledge.

Ivy Tech College is also in the process of receiving approval by the Indiana State Board of Registration and Education for Health Facility Administrators to meet the 200-contact-hour training program prerequisite for licensure as a health facility administrator.

## Health Care Administration

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	8110	Communications	4	
	8401	Human Relations	4	
	8212	Business Mathematics	4	
	0575	Topics in Data Processing	4	
		TOTAL		16
Second Quarter	4052	Psychology of Aging and Death	4	
	8111	Business Communications	4	
	8213	Mathematics of Finance	4	
	4055	Nursing Home Administration	4	
		TOTAL		16
Third Quarter	0112	Accounting for Non-Majors	4	
	4053	Physiology of Aging and Death	4	
	8113	Oral Communications	4	
	4040	Basic Health Sciences	4	
		TOTAL		16
Fourth Quarter	1114	Marketing I	4	
	0166	Management	3	
	2761	Interdisciplinary Team	4	
	0942	Purchasing and Inventory Control	4	
		TOTAL		15
Fifth Quarter	0322	Personnel Administration	4	
	0122	Business Law I	3	
	4041	Directed Practice I	6	
		TOTAL		13
Sixth Quarter	4051	Directed Practice 2	4	
	4061	Directed Practice 3	4	
	4065	Human Services Topical Seminar	4	
	XXXX	Elective	4	
		TOTAL		16
		Total Associate in Applied Science Degree Credits		92



## Human Services

The field of Human Services encompasses many different populations and settings as we move toward a more service-oriented society. Career opportunities have expanded both in the public and the private sector.

As a Human Services professional, you will reach out to individuals, to families, and to communities. The Human Services program gives you the broad understanding to help others meet their psychological, social, and environmental needs. We prepare you to be a Human Services Generalist with the option to specialize in the areas of Substance Abuse or Gerontology. You will be able to work in a variety of settings such as community centers, group homes, alcoholism centers, nursing homes, etc. You can be the link to help others learn to help themselves.

Everyone in the program takes a core of Human Services courses since many of the same skills are needed to work in a variety of settings. The Generalist Minor gives you the most flexibility to choose some of your coursework. After completing this program, you could have a job title such as Case Aid, Community Outreach Worker, Volunteer Coordinator, Residential Houseparent, etc.

The Substance Abuse Minor prepares you for work in the field of addictions. The specialized courses in substance abuse are endorsed by the Indiana Counselors Association on Alcohol and Drug Abuse (ICAADA). The course work gives you a solid foundation to take the basic state certification examination and to seek employment as a substance abuse counselor.

The Gerontology Minor focuses on working with older adults, a population that is rapidly increasing. Two of the courses offered in the program meet the state requirements to be an Activity Director or Social Services Director in a nursing home. Other job opportunities could be in the areas of Adult Day Care or Senior Citizens Programs.



## Human Services

### Generalist

#### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS
First Quarter	4010	Human Services I	4
	8110	Communications	4
	8401	Human Relations	4
	8402	Psychology	4
		TOTAL	16
Second Quarter	4005	Motivation and Learning	4
	4062	Introduction to Community Organizations	4
	8117	Effective Listening	2
	9359	Cardiopulmonary Resuscitation	1
	8113	Oral Communications	4
		TOTAL	15
Third Quarter	4032	Helping Relationship Techniques	4
	4041	Directed Practice I	6
	xxxx	Elective	4
		TOTAL	14
Fourth Quarter	Summer Quarter—taking courses optional		
Fifth Quarter	4020	Human Services 2	3
	4034	Interviewing and Counseling	4
	8405	Social Problems	4
	xxxx	Elective	4
		TOTAL	15
Sixth Quarter	4050	Group Process and Skills	4
	4051	Directed Practice 2	4
	8111	Business Communications	4
	xxxx	Elective	4
		TOTAL	16
Seventh Quarter	0913	Techniques of Supervision I	3
	4060	Program Planning and Evaluation	4
	4061	Directed Practice 3	4
	xxxx	Elective	3
		TOTAL	14
Total Associate in Applied Science Degree Credits			90

Human Services Associate in Applied Science Degree electives may be chosen from the following areas of concentration:

COURSE #	COURSE TITLE	CREDITS
0575	Topics in Data Processing	4
2610	Growth and Development	4
1157	Entrepreneurship	3
4006	Families	3
4022	Substance Abuse in Society	4
4052	Psychology of Aging	4
4066	Activity Directors Course	4
4067	Social Services in Extended Care	4



## Human Services Substance Abuse Minor

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	4010	Human Services 1	4	
	8110	Communications	4	
	8401	Human Relations	4	
	8402	Psychology	4	
		TOTAL		16
Second Quarter	4005	Motivation and Learning	4	
	4022	Substance Abuse in Society	4	
	4062	Introduction to Community Organizations	4	
	8117	Effective Listening	2	
	9359	Cardiopulmonary Resuscitation	1	
		TOTAL		15
Third Quarter	4023	Problems of Substance Abuse	4	
	4032	Helping Relationship Techniques	4	
	4041	Directed Practice 1	6	
		TOTAL		14
Fourth Quarter	Summer Quarter—taking courses optional			
Fifth Quarter	4020	Human Services 2	3	
	4034	Interviewing and Counseling	4	
	8111	Business Communication	4	
	8113	Oral Communications	4	
		TOTAL		15
Sixth Quarter	4024	Treatment of Substance Abuse	4	
	4050	Group Process and Skills	4	
	4051	Directed Practice 2	4	
	8405	Social Problems	4	
		TOTAL		16
Seventh Quarter	4060	Program Planning and Evaluation	4	
	4026	Counseling with Substance Abuse	4	
	4061	Directed Practice 3	4	
	4065	Human Services Topical Seminar	4	
		TOTAL		16
Total Associate in Applied Science Degree (Substance Abuse Minor) Credits				91

## Human Services Gerontology Minor

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	4010	Human Services 1	4	
	8110	Communications	4	
	8401	Human Relations	4	
	8402	Applied Behavioral Psychology	4	
		TOTAL		16
Second Quarter	4005	Motivation and Learning	4	
	4052	Psychology of Aging and Death	4	
	4062	Introduction to Community Organizations	4	
	8117	Effective Listening	2	
	9359	Cardiopulmonary Resuscitation	1	
		TOTAL		15
Third Quarter	4032	Helping Relationship Techniques	4	
	4041	Directed Practice 1	6	
	4053	Psychology of Aging	4	
		TOTAL		14
Fourth Quarter	Summer Quarter—taking course optional			
Fifth Quarter	4020	Human Services 2	3	
	4034	Interviewing and Counseling	4	
	8111	Business Communication	4	
	xxxx	Elective	4	
		TOTAL		15
Sixth Quarter	4050	Group Process and Skills	4	
	4051	Directed Practice 2	4	
	8405	Social Problems	4	
	xxxx	Elective	3	
		TOTAL		15
Seventh Quarter	4060	Program Planning and Evaluation	4	
	4061	Directed Practice 3	4	
	xxxx	Elective	4	
	8113	Oral Communications	4	
		TOTAL		16
Total Associate in Applied Science Degree (Gerontology Minor) Credits				91

Human Services Associate in Applied Science Degree electives may be chosen from several areas of concentration.

COURSE #	COURSE TITLE	CREDITS
4006	Families in American Culture	3
4065	Human Services Topical Seminar	1-4
4067	Social Services in Extended Care	4
4066	Activity Directors Course	4
0913	Techniques of Supervision 1	3

## Medical Assistant

Medical assistants are multi-skilled practitioners who are qualified to provide supportive health care services under the supervision of a physician. They assist with patient care, execute administrative and clinical procedures, and often perform managerial and supervisory functions. Competence in the field requires that medical assistants communicate effectively, adhere to ethical and legal standards of medical practice, recognize and respond to emergencies, and demonstrate professional characteristics. Medical assistants handle most of the paper work in the physician's office. They make appointments, maintain medical and financial records, process insurance claims, and evaluate computerized data. They also order medical supplies and prepare patients for examination. In addition, they may assist the physician in minor surgery, perform simple lab tests, assess vital signs, and operate an electrocardiogram or diathermy machine.

This program is accredited by the American Association of Medical Assistants and the American Medical Association.

Students are prepared for the national examination required for certification as a medical assistant (CMA).

Employment opportunities for well-trained medical assistants may be found in physicians' offices, medical clinics, hospitals, nursing homes, health insurance industry offices, and in other health care agencies.



## Medical Assistant

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	1212	Typewriting 1	4	
	3721	Medical Office Procedures/ Administrative	4	
	9353	Anatomy and Physiology 1	4	
	9355	Medical Terminology	4	
	9359	Cardiopulmonary Resuscitation	1	
		TOTAL		17
Second Quarter	3712	Medical Office Procedures 1	4	
	3713	Medical Office Bookkeeping	4	
	3719	Medical Typewriting 1	3	
	3766	First Aid/ Emergency Care	3	
	9354	Anatomy and Physiology 2	4	
		TOTAL		18
Third Quarter	3730	Medical Laboratory Techniques	4	
	3732	Medical Office Communications	4	
	3742	Medical Office Procedures 2	4	
	3771	Medical Insurance	3	
	9310	Pharmacology	4	
		TOTAL		19
Fourth Quarter	3729	Medical Assistant Clinical Externship	4	
	3743	Machine Transcription Medical 1	3	
	3769	Medical Assistant Administrative Externship	4	
	8401	Human Relations	4	
	9350	Medical Law and Ethics	2	
		TOTAL		17
Fifth Quarter	0575	Topics in Data Processing	4	
	3744	Machine Transcription Medical 2	3	
	4406	Holistic Approach to Health	2	
	8111	Business Communications	4	
	8308	General Microbiology	3	
		TOTAL		16
Sixth Quarter	3752	Medical Office Procedures Clinical 3	4	
	3761	Community Health	2	
	3763	Medical Office Management	3	
	9356	Disease Conditions	3	
	xxxx	Elective	2	
		TOTAL		14
Total Associate in Applied Science Degree Credits				101

## Medical Assistant

### Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	1212	Typewriting 1	4	
	3721	Medical Office Procedures/ Administrative	4	
	9353	Anatomy and Physiology 1	4	
	9355	Medical Terminology	4	
	9359	Cardiopulmonary Resuscitation	1	
		TOTAL		17
Second Quarter	3712	Medical Office Procedures 1	4	
	3713	Medical Office Bookkeeping	4	
	3719	Medical Typewriting 1	3	
	3766	First Aid/ Emergency Care	3	
	9354	Anatomy and Physiology 2	4	
		TOTAL		18
Third Quarter	3730	Medical Laboratory Techniques	4	
	3732	Medical Office Communications	4	
	3742	Medical Office Procedures 2	4	
	3771	Medical Insurance	3	
	9310	Pharmacology	4	
		TOTAL		19
Fourth Quarter	3729	Medical Assistant Clinical Externship	4	
	3743	Machine Transcription Medical 1	3	
	3769	Medical Assistant Administrative Externship	4	
	8401	Human Relations	4	
	9350	Medical Law and Ethics	2	
		TOTAL		17
Total Technical Certificate Credits				71

## Practical Nursing

Licensed Practical Nurses are essential members of the nursing profession responsible for numerous nursing functions. A partial list of functions include patient hygiene, taking blood pressures, performing therapeutic measures, administering medications, monitoring patients receiving intravenous therapy and blood transfusions, and recording patient data. The employment outlook for practical nurses is expected to be very good during the next few years. Employment is available in hospitals, nursing homes, private duty, and some public health agencies.

The Practical Nursing program provides instruction for initial employment in the nursing field. The program meets the requirements of the Indiana State Board of Nurses' Registration on Education and prepares candidates for the examination required for licensure as a practical nurse in Indiana. Graduates of the one-year program are awarded a Technical Certificate.

In the Practical Nursing Program, all courses must be at "C" grade level or above.



## Practical Nursing Technical Certificate

	COURSE #	COURSE TITLE	CREDITS
First Quarter	4401	Foundation of Nursing	3
	4402	Collecting, Reporting and Recording Patient Data	3
	4403	Therapeutic Measures	3
	4406	Holistic Approach to Health	3
	4407	Nutrition	2
	9310	Pharmacology	2
	9353	Anatomy and Physiology 1	4
	4435	Vocational Issues and Trends	1
	TOTAL		21
Second Quarter	9354	Anatomy and Physiology 2	4
	9310	Pharmacology	4
	4437	Dermatologic and E.E.N.T. Nursing	1
	4403	Therapeutic Measures	3
	4438	Gerontology	3
	4439	Geriatric Clinical Nursing	3
	TOTAL		18
Third Quarter	4423	Medical Surgical Clinical Nursing 1	6
	4432	Medical Surgical Clinical Nursing 2	3
	4425	Musculoskeletal and Neurological Nursing	2
	4415	Cardiovascular Nursing	2
	4419	Respiratory Nursing	2
	4416	Gastrointestinal Nursing	2
	4412	Endocrine Nursing	2
	TOTAL		19
Fourth Quarter	4432	Medical Surgical Clinical Nursing I	4
	4463	Maternal, Child Clinical Nursing	4
	4455	Maternal, Child Health Nursing	5
	4426	Genitourinary	2
	4435	Vocational Issues and Trends	1
	TOTAL		16
Total Technical Certificate Credits			74

## Radiologic Technology

The health care industry changes rapidly and so does the training required.

Ivy Tech College's curriculum has recognized these changes and made the commitment to meet the present and projected needs of the health care industry. The courses are shaped by radiologic professionals and prospective employers. These constant reviews of health field changes have indicated that hands-on training is in great demand, and the College has structured its offerings in such a manner.

Current job opportunities exist in hospitals, large medical centers, clinics, and selected physicians' offices.

Our Associate in Applied Science degree program combines hands-on training and classroom lecture, making it one of the most comprehensive programs of its kind.



## Radiologic Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	4620	Orientation to X-Ray	4	
	9305	Technical Math for Health Occupations	5	
	9353	Anatomy and Physiology 1	4	
	9350	Medical Law and Ethics	2	
	9355	Medical Terminology	2	
		TOTAL		17
Second Quarter	4609	Nursing Procedures for X-Ray	2	
	4623	X-Ray Clinical Education 1	4	
	4624	Radiographic Positioning 1	3	
	9354	Anatomy and Physiology 2	4	
		TOTAL		13
Third Quarter	0575	Topics in Data Processing	4	
	4613	Radiation Physics 1	3	
	4633	Radiographic Positioning 2	3	
	4638	X-Ray Clinical Education 2	4	
		TOTAL		14
Fourth Quarter	4625	Radiographic Exposure 1	3	
	4643	Radiographic Positioning 3	3	
	4648	X-Ray Clinical Education 3	4	
	8110	Communications	4	
	9359	Cardiopulmonary Resuscitation	1	
		TOTAL		15
Fifth Quarter	4634	Radiographic Exposure 2	3	
	4650	Radiographic Positioning 4	3	
	4655	X-Ray Clinical Education 4	6	
		TOTAL		12
Sixth Quarter	4642	Imaging Techniques	3	
	4668	X-Ray Clinical Education 5	6	
	9356	Disease Conditions	3	
		TOTAL		12
Seventh Quarter	4672	Radiobiology	3	
	4678	X-Ray Clinical Education 6	6	
	4699	Radiographic Quality Assurance	3	
		TOTAL		12
Eighth Quarter	4685	General Exam Review	4	
	4688	X-Ray Clinical Education 7	6	
	8401	Human Relations	4	
		TOTAL		14
Total Associate in Applied Science Degree Credits				109



## Respiratory Care Practitioner

These highly skilled technicians and therapists perform oxygen therapy, aerosol therapy, chest physical therapy, and techniques of intermittent and continuous mechanical ventilation.

Technicians are also employed in such diverse areas as arterial blood gas analysis, pulmonary function laboratories, and pulmonary rehabilitation, and management.

Respiratory Therapy Technician programs at Ivy Tech College are fully accredited by the Joint Review Committee for Respiratory Therapy Education and the American Medical Association's Committee on Allied Health Education and Accreditation. Successful completion of this four-quarter program leads to a technical certificate awarded by the College and eligibility to take the certification examination which is nationally offered by the National Board for Respiratory Therapy.

The Respiratory Therapy program exceeds all of the essentials established by the credentialing agency. Over 800 hours are spent in five of the largest hospitals in the region under supervision of physicians and respiratory therapists. The program is a challenging blend of individual and group instruction to prepare the student for success in a demanding field.



## Respiratory Care Practitioner Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	8110	Technical Communications	4	
	9305	Technical Math	4	
	8308	Microbiology	3	
	9322	Biophysics	3	
	9353	Anatomy and Physiology I	4	
		<b>TOTAL</b>		<b>18</b>
Second Quarter	4812	Respiratory Care Science I	6	
	4813	Nursing Techniques	2	
	4820	Cardiopulmonary Physiology	4	
	8307	General Chemistry	3	
	9354	Anatomy and Physiology 2	4	
		<b>TOTAL</b>		<b>19</b>
Third Quarter	4821	Respiratory Care Science 2	6	
	4823	Clinical Practicum I	5	
	4831	Clinical Medicine and Pathophysiology	4	
	4844	Cardiopulmonary Lab Diagnosis	4	
		<b>TOTAL</b>		<b>19</b>
Fourth Quarter	4833	Clinical Practicum 2	8	
	4835	Respiratory Care Science 3	6	
		<b>TOTAL</b>		<b>14</b>
Fifth Quarter	4841	Clinical Practicum 3	5	
	4850	Therapist Practicum I	7	
	9358	Pharmacology	3	
		<b>TOTAL</b>		<b>15</b>
Sixth Quarter	4851	Therapist Practicum 2 (Part 1)	4	
	4814	Advanced Respiratory Care	4	
	4815	Cardiopulmonary Pathophysiology	3	
	4816	Cardiopulmonary Monitoring	3	
		<b>TOTAL</b>		<b>14</b>
Seventh Quarter	4851	Therapist Practicum 2 (Part 2)	3	
	0913	Techniques of Supervision	3	
	8401	Human Relations	4	
	9350	Medical Law and Ethics	2	
	9472	Computer Programming	2	
		<b>TOTAL</b>		<b>14</b>
Total Associate in Applied Science Degree Credits				<b>113</b>

## Surgical Technology

The health care industry changes rapidly and so does the education required. Knowledge and skills beyond the minimum educational requirements of a surgical technologist are in demand.

Ivy Tech College's curriculum has recognized this demand and made the commitment to meet the present and projected needs of the health care industry. The courses are developed by educators and medical professionals. Constant reviews of health care technology programs have indicated that hands-on educational experience is needed, and the College has structured its offerings in order to meet this trend.

Ivy Tech College's Surgical Technology program provides a significant portion of course work in the clinical environment of the surgeries of local major hospitals.

Ivy Tech College offers a Technical Certificate. Classroom lectures balanced with clinical experience make the College's surgical technology program one of the most comprehensive health care programs of its kind.



## Surgical Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	4201	Surgical Concepts	2	
	4211	Surgical Techniques 1	10	
	4245	Clinical Orientations	1	
	8308	General Microbiology	3	
	9350	Medical Law and Ethics	2	
	9353	Anatomy and Physiology	4	
	9355	Medical Terminology	2	
		TOTAL		24
Second Quarter	4221	Surgical Procedures 1	5	
	4222	Clinical Applications 1	8	
	9354	Anatomy and Physiology	4	
	9358	Pharmacology	3	
		TOTAL		20
Third Quarter	4230	Surgical Procedures 2	5	
	4231	Clinical Applications 2	10	
	9355	Medical Terminology	2	
		TOTAL		17
Fourth Quarter	4240	Clinical Applications 3	10	
	4242	Surgical Procedures 3	4	
		TOTAL		14
Total Technical Certificate Credits				75

## Division of Applied Science and Technologies

The Division of Applied Science and Technologies provides broad, practical training for those seeking employment and advancement in trade and technical occupations. The programs emphasize the ability to think and plan in the job setting. Initial laboratory experiences develop skills in the use of modern industrial equipment and measuring instruments. Later classroom and laboratory work provide training in industrial applications of theory, analysis, design, and construction techniques. Each program provides opportunities for the student to advance from basic skills to proficiency on a high technologic level.

Program advisory committees, composed of experts in each area of industry, serve the important function of keeping the content of the programs current with changes in technology. Ivy Tech College's programs and courses are designed to meet the needs of local industries. The practical value of the course work is substantiated by its use in the training programs of many local industries.

### Applied Fire Science Technology

Every year, fire destroys thousands of lives and property worth millions of dollars. Professional and volunteer firefighters and fire prevention technicians help protect the public from this danger.

Demands for personnel in this field are expected to increase steadily. As new fire departments are formed and others enlarge, employment should rise. Employment opportunities may be found with local fire departments, industrial plants, or fire underwriter's groups. All new personnel in this field must successfully pass certain written and physical examinations.

The Applied Fire Science program emphasizes skills in the acquisition of technical and general training, and the development of mature judgment necessary in firefighting as well as administration. The College offers a variety of courses and it is possible that only one course will meet a student's educational objective. In other cases the student may wish to pursue the Associate in Applied Science degree, which normally requires two years of study for the full-time student.

## Applied Fire Science Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	5313	Introduction to Fire Technology	3	
	5314	Fire Apparatus I	3	
	8203	Technical Mathematics I	4	
	8401	Human Relations	4	
		TOTAL		14
Second Quarter	5323	Fire Apparatus 2	3	
	5324	Fire Department Hydraulics I	3	
	5322	Electricity	3	
	8402	Applied Behavioral Psychology	4	
	8110	Communications	4	
		TOTAL		17
Third Quarter	5332	Fire Fighting Strategy and Tactics I	3	
	5333	Fire Alarm and Protection Equipment	3	
	5325	Fire Department Hydraulics 2	2	
	3250	Emergency Medical Technician I	4	
	8114	Technical Reporting	3	
		TOTAL		15
Fourth Quarter	5343	Rescue Practices and Procedures	3	
	5342	Hazardous Materials I	3	
	5334	Fire Fighting Strategy and Tactics 2	2	
	3251	Emergency Medical Technician 2	4	
	8307	General Chemistry	3	
		TOTAL		15
Fifth Quarter	0913	Techniques of Supervision	3	
	5350	Applied Chemistry	2	
	5352	Hazardous Materials 2	3	
	5353	Fire Investigations	4	
	5351	Industrial Safety and Fire Control	3	
		TOTAL		15
Sixth Quarter	5360	Fire Service Inspection	4	
	5362	Fire Department Specifications	4	
	5363	Fire Prevention	4	
	5364	Legal Problems in Fire Service	4	
		TOTAL		16
Total Associate in Applied Science Degree Credits				92

## Applied Fire Science Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	5313	Introduction to Fire Technology	3	
	5314	Fire Apparatus I	3	
	8203	Technical Mathematics I	4	
	8401	Human Relations	4	
		TOTAL		14
Second Quarter	5323	Fire Apparatus 2	3	
	5324	Fire Department Hydraulics I	3	
	8402	Applied Behavioral Psychology	4	
	8110	Communications	4	
	8307	General Chemistry	3	
		TOTAL		17
Third Quarter	5333	Fire Alarm and Protection Equipment	3	
	5325	Fire Department Hydraulics 2	2	
	5350	Applied Chemistry	2	
	5362	Fire Department Specifications	4	
	5364	Legal Problems in Fire Science	4	
		TOTAL		15
Total Technical Certificate Credits				46



## Computer-Assisted Design– Architectural Drafting Technology

Architectural Drafting is a career encompassing many of the planning tasks necessary to communicate the architect's designs in graphic form to the builder/contractor.

Entry level opportunities include the operation of an architect's office, the use of building codes, materials of construction, contract documents, estimating, and field observation. In this career field, a student would probably be employed by architects, structural and mechanical-electrical systems engineers, contractors, sub-contractors, and building equipment and materials suppliers.

Computer Aided Drafting and Design courses are offered as an integral part of the Drafting Programs. Students are provided with the opportunity to train on up-to-date CAD equipment early in their curriculum.

Ivy Tech College offers a variety of courses to make it possible for the student to meet his or her individual educational objectives. For some this may be accomplished by completing just one or two courses. Other students will want to pursue the College's Associate in Applied Science degree in Architectural Drafting. This program, which will normally take a full-time student approximately two years to complete, will prepare the student for a variety of career opportunities.



## Architectural Drafting Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7581	Drafting Fundamentals	6	
	5422	Residential Construction		
		Materials	3	
	8203	Technical Mathematics I	4	
	8401	Human Relations	4	
		TOTAL		17
Second Quarter	7520	Descriptive Geometry	3	
	7522	Production Drawing	3	
	9472	Computer Programming for Technicians	3	
	5456	CAD Fundamentals	3	
	8208	Geometry	3	
		TOTAL		15
Third Quarter	5430	Light Construction Presentation	3	
	5454	Interactive CAD	3	
	7558	Sheet Metal Drafting	3	
	7543	Technical Illustration	3	
	8110	Communications	4	
		TOTAL		16
Fourth Quarter	5431	Light Construction Layout	4	
	5433	Light Construction Detail	4	
	5478	Specifications and Codes	3	
	5457	3 Dimensional CAD	3	
	8209	Trigonometry	3	
		TOTAL		17
Fifth Quarter	5432	Mechanical and Electrical Equipment	3	
	5440	Medium Construction Presentation	3	
	5441	Medium Construction Layout	3	
	5471	Surveying Theory	3	
	8302	Mechanics	3	
		TOTAL		15
Sixth Quarter	5442	Medium Construction Detail	3	
	5450	Heavy Construction Presentation	3	
	5452	Estimating	3	
	5455	Architectural CAD	3	
	7552	Strength of Materials	3	
		TOTAL		15
Seventh Quarter	5451	Heavy Construction Layout	3	
	5453	Heavy Construction Detail	3	
	5497	Computer-Aided Architectural Detail	3	
	7578	Piping Fundamentals	3	
		TOTAL		12
Total Associate in Applied Science Degree Credits				107



## Automated Manufacturing/Robotics Technology

The program prepares technicians to design, install, calibrate, program, operate, test, analyze, troubleshoot, service, and repair advanced manufacturing, assembly, and materials-handling systems and data computer networks. A multi-disciplinary technological program which utilizes mechanical, electrical, thermal, fluids, and/or technologies (1) to shape, form and process raw materials into finished products, (2) to assemble parts into finished products using sensing, vision, and robotic techniques, (3) in automated modern material handling techniques including conveyors, manless parts vehicles and storage systems, and (4) in computer data communications networks such as machine controllers, robot controllers, cell computers and computers adapted for inventory control and manufacturing. Coursework includes microprocessor fundamentals, digital principles, computer programming, sensor and system interfacing, robotics, hydraulics and pneumatics, CAD/CAM fundamentals, automated manufacturing fundamentals and technical mathematics. The program leads to the Associate in Applied Science degree and normally requires approximately two years to complete.



## Automated Manufacturing/ Robotics Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	6905	Robotics Principles 1	3	
	9472	Computer Programming for Technicians	3	
	6471	D.C. Fundamentals	6	
	8203	Technical Mathematics 1	4	
		TOTAL		16
Second Quarter	6907	Robotics Principles 2	3	
	6470	A.C. Fundamentals	6	
	8209	Trigonometry	3	
	8302	Physics 1	3	
		TOTAL		15
Third Quarter	8303	Physics 2	3	
	6447	Special Semiconductors	3	
	6434	Active Devices	3	
	6901	Manufacturing Processes	3	
	6911	Work Cell Design	3	
		TOTAL		15
Fourth Quarter	6923	Applied Mechanisms	3	
	8204	Technical Mathematics 2	4	
	6562	Digital Principles 1	3	
	6563	Digital Principles 2	3	
	6909	CAD/CAM Fundamentals	3	
		TOTAL		16
Fifth Quarter	7341	Hydraulics/Pneumatic Principles	3	
	8110	Communications	4	
	6903	Sensor and System Interfacing	3	
	6577	Digital Principles 3	3	
	6578	Digital Applications	3	
		TOTAL		16
Sixth Quarter	6913	Automated Manufacturing Systems 1	3	
	6520	Microprocessors 1	3	
	7342	Hydraulics/Pneumatic Systems	3	
	6919	Manufacturing System Control	3	
	8114	Technical Report Writing	3	
		TOTAL		15
Seventh Quarter	6915	Automated Manufacturing Systems 2	3	
	6917	Advanced Robotic Systems	3	
	6921	Failure Analysis Techniques	3	
	8401	Human Relations	4	
		TOTAL		13
Total Associate in Applied Science Degree Credits				106

## Automotive Service Technology

Automotive Service Technicians perform preventive maintenance, diagnose break-downs, and perform repairs on automobiles and other motor vehicles.

Entry level positions may be found in automobile dealerships and repair shops, service stations, motor parts, taxi-cab and leasing companies or by self-employment.

Ivy Tech College's Automotive Service program provides students with instruction in the most current techniques and facets of repair, maintenance, testing, and supervision, utilizing automotive laboratories equipped with the latest service and testing equipment available. Students may fulfill their educational objectives by completing just a course or two or by completing the requirements for the College's Associate in Applied Science degree in Automotive Service. This program, which normally takes the full-time student approximately two years to complete, will prepare the student for a wide variety of career opportunities.

## Automotive Body Repair Technology

Automotive Body Repair Technology, an exciting high-tech and service industry, is rising in importance. The increase in the demand for highly qualified technicians has created new courses of study in higher education.

Since Ivy Tech College focuses on auto body repair technology, our graduates are capable of using the most up-to-date measuring, pulling and painting equipment. Individuals are also trained in communication skills, technical math and language, as they relate to industrial applications.

The automotive body repair program provides a one-year Technical Certificate. In-depth study of unibody repair, collision damage repair, suspension and alignment, chassis and auto paint refinishing is available. Our program combines hands-on training and classroom lectures, making it one of the most comprehensive programs of its kind.

## Automotive Body Repair Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS
First Quarter	5601	Basic Body Repair 1	2
	5602	Basic Body Repair 2	2
	5609	Basic Body Repair Practicum 1	1
	5615	Basic Body Repair Practicum 2	1
	5626	Automotive Sheet Metal Alignment	2
	5642	Welding Practice/Auto Body 1	3
	8110	Communications	4
	TOTAL		15
Second Quarter	5603	Basic Body Repair 3	2
	5604	Basic Body Repair 4	2
	5617	Automotive Front End Alignment	2
	5624	Body Welding 1	2
	5625	Automotive Paint Shop Practice 1	2
	5639	Fiberglass/Plastic Repair	2
	5643	Welding Practice/Auto Body 2	3
	TOTAL		15
Third Quarter	5611	Collision Damage Repair 1	2
	5612	Collision Damage Repair 2	2
	5613	Collision Damage Repair Practicum 1	1
	5614	Collision Damage Repair Practicum 2	1
	5620	Frame and Chassis Repair 1	2
	5621	Frame and Chassis Repair 2	2
	5622	Frame and Chassis Repair 3	2
	8201	Applied Math 1	4
	TOTAL		16

Fourth	5616	Auto Chassis/ Accessory Circuits	3	
Quarter	5630	Collision Damage Appraising	2	
	5632	Auto Paint Shop Practice 2	2	
	5636	Auto Paint Refinishing	2	
	5638	Glass Installation	2	
	8401	Human Relations	4	
		TOTAL		15
Total Technical Certificate Credits				61

## Automotive Service Technology Associate in Applied Science Degree

First Quarter	5813	Automotive Braking Systems	3
	5866	Occupational Health and Safety	4
	8110	Communications	4
	8203	Technical Mathematics 1	4
	8304	Physics 1	3
	TOTAL		18
Second Quarter	5851	Automotive Electronic Systems	3
	5835	Manual Transmission and Transaxle	4
	8204	Technical Mathematics 2	4
	9472	Computer Programming for Technicians	3
	8305	Physics 2	3
	TOTAL		17
Third Quarter	5822	Engine Tool and Equipment	3
	5828	Electronic Ignition Systems	3
	5825	Electronic Fuel and Emission Control Systems	3
	5814	Front End Systems	3
	7310	General Print Reading	4
	TOTAL		16
Fourth Quarter	5832	Start and Charge Systems	3
	5891	Computerized Engine Controls	3
	5834	Engine Overhaul	5
	5854	Automatic Transmission Principles	3
	7341	Hydraulic and Pneumatic Principles	3
	TOTAL		17
Fifth Quarter	5865	Automotive Service Organization and Management	3
	5847	Automotive Air Condition	3
	5845	Advanced Engine Performance	4
	5856	Automatic Transmission Overhaul	5
	TOTAL		15
Sixth Quarter	5862	Comprehensive Automotive Lab	4
	8113	Oral Communications	4
	8401	Human Relations	4
	TOTAL		12
Total Associate in Applied Science Degree Credits			95

## Automotive Service Technology

### Technical Certificate

	COURSE #	COURSE TITLE	CREDITS
First Quarter	5813	Automotive Braking Systems	3
	5823	Basic Electricity	3
	5866	Occupational Health and Safety	4
	8110	Communications	4
	8201	Applied Mathematics 1	4
	TOTAL		18
Second Quarter	5827	Ignition Systems	3
	5847	Automotive Air Condition	3
	5835	Manual Transmission and Transaxle	4
	5832	Start and Charge Systems	3
	8202	Applied Mathematics 2	4
	TOTAL		17
Third Quarter	5821	Engine Theory	3
	5826	Fuel and Carburetor Systems	3
	5814	Front End Systems	3
	5854	Automatic Transmission Principles	3
	8401	Human Relations	4
	TOTAL		16
Total Technical Certificate Credits			95

## Automotive Service Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	5813	Automotive Braking Systems	3	
	5823	Basic Electricity	3	
	5866	Occupational Health and Safety	4	
	8110	Communications	4	
	8201	Applied Mathematics 1	4	
		TOTAL	18	
Second Quarter	5827	Ignition Systems	3	
	5847	Automotive Air Condition	3	
	5835	Manual Transmission and Transaxle	4	
	5832	Start and Charge Systems	3	
	8202	Applied Mathematics 2	4	
		TOTAL	17	
Third Quarter	5821	Engine Theory	3	
	5826	Fuel and Carburetor Systems	3	
	5814	Front End Systems	3	
	5854	Automatic Transmission Principles	3	
	8401	Human Relations	4	
		TOTAL	16	
Total Technical Certificate Credits			51	

## Electronics Technology

Electronics communications is an occupation in which skilled technicians construct, operate, and maintain sophisticated communications equipment. The field includes television, radio, radar, sonar, computers, guidance, and instrumentation. Employment opportunities in electronics are increasing due to the expanding applications of electronics in virtually every area of applied technology. Employment opportunities include consumer electronics servicing, communication firms, utility companies, business machine repair, computer repair, medical electronics, automotive electronics, and many others.

The electronics communications program at Ivy Tech provides instruction for the federal and state license examinations and initial employment or upgrading skills. One or two of Ivy Tech's courses may meet a student's educational objectives. Other students will meet their objectives by pursuing the College's Associate in Applied Science degree in Electronics Communications. This program, which will normally take the full-time student approximately two years to complete, will give the student a foundation in all aspects of Electronics Communications.

## Communications Electronics Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	6471	D.C. Fundamentals	6	
	8203	Technical Math 1	4	
	6420	Introduction to Data Processing and Computers	3	
	TOTAL			13
Second Quarter	6470	A.C. Fundamentals	6	
	8209	Trigonometry	3	
	8110	Communications	4	
	6413	Fabrication	3	
TOTAL			16	
Third Quarter	6434	Introduction to Active Devices	3	
	6435	Electronic Circuits 1	3	
	6455	Circuit Analysis	3	
	8204	Technical Math 2	4	
	8302	Mechanics	3	
TOTAL			16	
Fourth Quarter	6447	Special Semiconductors	3	
	6454	Electronic Circuits 2	3	
	6562	Digital Principles 1	3	
	6563	Digital Principles 2	3	
	6446	Integrated Circuits	3	
TOTAL			15	
Fifth Quarter	6577	Digital Principles 3	3	
	6578	Digital Applications	3	
	6451	Communications Electronics 1	3	
	6452	Communications Electronics 2	3	
	6543	Basic Industrial Electronics	3	
TOTAL			15	
Sixth Quarter	6520	Microcomputer 1	3	
	6533	Microcomputer 2	3	
	6584	Telecommunications	3	
	6453	Communications Electronics 3	3	
	8401	Human Relations	4	
TOTAL			16	
Seventh Quarter	6461	Antennas and Wave Propagation	3	
	6460	Microwave and Radar	3	
	6472	Optoelectronics	3	
	6475	Protocol for Data Communications	3	
	8303	Heat, Light and Sound	3	
TOTAL			15	
Total Associate in Applied Science Degree Credits			106	

## Digital Electronics Technology

### Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	6471	D.C. Fundamentals	6	
	8203	Technical Math 1	4	
	8401	Human Relations	4	
		TOTAL		14
Second Quarter	6470	A.C. Fundamentals	6	
	8209	Trigonometry	3	
	8110	Communications	4	
	6413	Fabrication	3	
		TOTAL		16
Third Quarter	6434	Introduction to Active Devices	3	
	6447	Special Semiconductors	3	
	6455	Circuit Analysis	3	
	8204	Technical Math 2	4	
	8304	Physics 1	3	
		TOTAL		16
Fourth Quarter	6435	Electronic Circuits 1	3	
	6454	Electronic Circuits 2	3	
	6562	Digital Principles 1	3	
	6563	Digital Principles 2	3	
	6446	Integrated Circuits	3	
		TOTAL		15
Fifth Quarter	6577	Digital Principles 3	3	
	6578	Digital Applications	3	
	6451	Communications Electronics 1	3	
	6452	Communications Electronics 2	3	
	6420	Introduction to Data Processing and Computers	3	
		TOTAL		15
Sixth Quarter	xxxx	Elective	3	
	6520	Microcomputer 1	3	
	6533	Microcomputer 2	3	
	6547	Linear Integrated Circuits Applications	3	
	6584	Telecommunications	3	
		TOTAL		15
Seventh Quarter	6502	Digital Troubleshooting	3	
	6527	Peripherals 1	3	
	6535	Peripherals 2	3	
	6536	Programming	3	
	8305	Physics 2	3	
		TOTAL		15
Total Associate in Applied Science Degree Credits				106



# **Electronics Technology** **Associate in Applied Science Degree**

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	6471	D.C. Fundamentals	6	
	8203	Technical Math 1	4	
	8401	Human Relations	4	
		TOTAL		14
Second Quarter	6470	A.C. Fundamentals	6	
	8209	Trigonometry	3	
	8110	Communications	4	
	6413	Fabrication	3	
		TOTAL		16
Third Quarter	6434	Introduction to Active Devices	3	
	6447	Special Semiconductors	3	
	6455	Circuit Analysis	3	
	8204	Technical Math 2	4	
	8304	Physics I	3	
		TOTAL		16
Fourth Quarter	6435	Electronic Circuits 1	3	
	6454	Electronic Circuits 2	3	
	6562	Digital Principles 1	3	
	6563	Digital Principles 2	3	
	6446	Integrated Circuits	3	
		TOTAL		15
Fifth Quarter	6577	Digital Principles 3	3	
	6578	Digital Applications	3	
	6451	Communications Electronics 1	3	
	6452	Communications Electronics 2	3	
	6543	Basic Industrial Electronics	3	
		TOTAL		15
Sixth Quarter	xxxx	Elective	3	
	6544	Introduction to Industrial Controls	3	
	6420	Introduction to Data Processing and Computers	3	
	6538	Rotating Machines 1	3	
	6539	Rotating Machines 2	3	
		TOTAL		15
Seventh Quarter	6553	Industrial Electronics 1	3	
	6554	Industrial Electronics 2	3	
	xxxx	Elective	3	
	6524	Troubleshooting Techniques	3	
	8305	Physics 2	3	
		TOTAL		<u>15</u>
Total Associate in Applied Science Degree Credits				106



## Heating, Air Conditioning and Refrigeration Technology

Trained heating, air conditioning, and refrigeration technicians will be prepared for work in sales, as insulation estimators, furnace installers, application repairmen, as well as technicians in heating, air conditioning, or refrigeration. Entry level positions may be found in office buildings, factories, restaurants, theaters, hospitals, governmental agencies, service firms or by self-employment.

The Heating, Air Conditioning and Refrigeration program at Ivy Tech College is designed to provide students with the skills necessary for the first job or for upward mobility. It is possible that one or two of the College's wide variety of courses will meet a student's educational objectives. Other students will meet their objectives by pursuing the College's Associate in Applied Science degree in Heating, Air Conditioning and Refrigeration. This program will normally take the full-time student approximately two years to complete.

## Heating, Air Conditioning and Refrigeration Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7112	Heating Fundamentals	3	
	7113	Basic Electricity for Air Conditioning	3	
	7114	Basic Mechanics and Shop Techniques	3	
	7123	Air Conditioning and Refrigeration Fundamentals	3	
	8201	Applied Mathematics I	4	
		TOTAL		16
Second Quarter	7124	Heating Service—Gas and Oil	3	
	7126	Air Conditioning and Refrigeration	3	
	7133	Cooling Service Electrical	3	
	7135	Electrical Circuits and Controls	3	
	7143	Blueprint Reading	3	
		TOTAL		15
Third Quarter	7125	Motors and Motor Control	3	
	7127	Heating Service Electrical and Hydronic	3	
	7134	Cooling Service Mechanical	3	
	7154	Duct Fabrication and Installation	3	
	7137	Heat Loss/Gain Calculation	3	
		TOTAL		15
Fourth Quarter	7145	Heat Pump Service	3	
	7146	Cooling Service Advanced	3	
	8202	Applied Math 2	4	
	8110	Communications	4	
		TOTAL		14
Total Technical Certificate Credits				60

## Heating, Air Conditioning and Refrigeration Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7112	Heating Fundamentals	3	
	7113	Basic Electricity for Air Conditioning	3	
	7114	Basic Mechanics and Shop Techniques	3	
	7123	Air Conditioning and Refrigeration Fundamentals	3	
	8201	Applied Math 1	4	
		TOTAL		16
Second Quarter	7124	Heating Service—Gas and Oil	3	
	7126	Air Conditioning and Refrigeration	3	
	7133	Cooling Service Electrical	3	
	7135	Electrical Circuits and Controls	3	
	8202	Applied Math 2	4	
		TOTAL		16
Third Quarter	7125	Motors and Motor Control	3	
	7127	Heating Service Electrical and Hydronic	3	
	7134	Cooling Service Mechanical	3	
	7154	Duct Fabrication and Installation	3	
	8110	Communications	4	
		TOTAL		16
Fourth Quarter	7143	Blueprint Reading	3	
	7144	Commercial Refrigeration	3	
	7145	Heat Pump Service	3	
	7146	Cooling Service Advanced	3	
	8606	Introductory Welding	3	
		TOTAL		15
Fifth Quarter	7136	Psychrometry	3	
	7137	Heat Loss/Gain Calculations	3	
	7153	Commercial Refrigeration Advanced	3	
	7163	Air Distribution System Design	3	
	7147	Uniform Mechanical Code	2	
		TOTAL		14
Sixth Quarter	7155	Specifications and Estimating	3	
	7162	Specialized Environmental Systems	3	
	7165	Advanced Electrical Controls	3	
	7528	Drafting for Heating/Air Conditioning	3	
	7152	Air Balancing	2	
		TOTAL		14
Seventh Quarter	7174	Service Organization and Management	3	
	7175	Equipment Sales	3	
	7176	Applied Design	4	
	8401	Human Relations	4	
		TOTAL		14
Total Associate in Applied Science Degree Credits				105

## Computer-Assisted Design- Industrial Drafting Technology

The industrial drafting technician provides an essential link between engineer and the manufacturing and construction industries.

Industry is constantly searching for new technicians with the training and ideas to help bring products to market or help improve the necessary manufacturing processes. In large industries, people with industrial drafting skills are needed in liaison work to correlate the efforts of the design engineer, customer representatives and manufacturing plant. The positions can range from an entry level detailer on the drawing board to a designer with additional experience and training.

Computer Aided Drafting and Design courses are offered as an integral part of the Drafting Programs. Students are provided with the opportunity to train on up-to-date CAD equipment early in their curriculum and are encouraged to use the facilities of the CAD Laboratory for completion of coursework thereafter.

Ivy Tech College's wide variety of courses make it possible for the student to meet his or her individual educational objectives. For some this may be accomplished by completing just one or two courses. Other students will want to pursue the College's Associate in Applied Science degree in Industrial Drafting. This program will normally take a full-time student approximately two years to complete.



## Industrial Drafting Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7581	Drafting Fundamentals	6	
	7521	Industrial Process and Systems	3	
	8203	Technical Mathematics I	4	
	8401	Human Relations	4	
		<b>TOTAL</b>		<b>17</b>
Second Quarter	7520	Descriptive Geometry	3	
	7522	Production Drawing	3	
	9472	Computer Programming for Technicians	3	
	5456	CAD Fundamentals	3	
	8208	Geometry	3	
		<b>TOTAL</b>		<b>15</b>
Third Quarter	7543	Technical Illustration	3	
	5454	Interactive CAD	3	
	7558	Sheet Metal Drafting	3	
	5430	Light Construction Presentation	3	
	8110	Communications	4	
		<b>TOTAL</b>		<b>16</b>
Fourth Quarter	7530	Product Drafting I	3	
	7532	Tool Drafting	3	
	8209	Trigonometry	3	
	5457	3 Dimensional CAD	3	
	7780	Basic Machine Tool	3	
		<b>TOTAL</b>		<b>15</b>
Fifth Quarter	7540	Product Design Drafting	3	
	7557	Jig and Fixture	3	
	5492	Computer Operations	3	
	8302	Mechanics	3	
	0909	Mechanical Metrology	4	
		<b>TOTAL</b>		<b>16</b>
Sixth Quarter	7541	Advanced Tool and Gauge	3	
	7575	N.C. and Data Processing	3	
	7531	Mechanisms and Machines	3	
	7552	Strength of Materials	3	
	5459	Computer-Aided Printed Circuit Board	3	
		<b>TOTAL</b>		<b>15</b>
Seventh Quarter	7578	Piping Fundamentals	3	
	7533	Die Design	3	
	7593	CAD CAM	3	
	7341	Hydraulic and Pneumatic Principles	3	
		<b>TOTAL</b>		<b>12</b>
Total Associate in Applied Science Degree Credits				<b>105</b>

## Industrial Drafting Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7581	Drafting Fundamentals	6	
	7521	Industrial Process and Systems	3	
	8203	Technical Mathematics I	4	
	8401	Human Relations	4	
		<b>TOTAL</b>		<b>17</b>
Second Quarter	7520	Descriptive Geometry	3	
	7522	Production Drawing	3	
	9472	Computer Programming for Technicians	3	
	5456	CAD Fundamentals	3	
	8208	Geometry	3	
		<b>TOTAL</b>		<b>15</b>
Third Quarter	7543	Technical Illustration	3	
	5454	Interactive CAD	3	
	7558	Sheet Metal Drafting	3	
	5430	Light Construction Presentation	3	
	8110	Communications	4	
		<b>TOTAL</b>		<b>16</b>
Total Technical Certificate Credits				<b>48</b>

## Industrial Lab Technology

As the use of industrial and scientific data becomes more complex, the need for trained industrial lab technicians increases. The demand for qualified, highly skilled technicians in research or development laboratories, manufacturing plants and computer centers has spawned new courses of study in higher education.

Ivy Tech College's curriculum has recognized this demand and made the commitment to meet the present and projected needs of industry. As a new educational area at Ivy Tech College, the industrial lab technology program is shaped by input from engineers and scientists. Providing trained technicians, skilled in assuming the everyday tasks regularly completed by scientists and engineers, is Ivy Tech College's goal to meet technological demands.

As an industrial lab technician, you will analyze and solve basic engineering problems, prepare written reports by organizing and summarizing data, conduct experiments and tests and work with a variety of other technicians in order to coordinate technical jobs.

To keep engineering and scientific laboratories running efficiently, the engineer needs a qualified technician knowledgeable in mathematics, statistics, chemistry, data processing, communications and psychology. You can be the link between the engineer and the manufacturing plant worker.

Our industrial lab technology program combines hands-on training in the use of scientific calculator, micro-computer and computer-aided design systems, with classroom lecture, making it one of the most comprehensive programs of its kind.

Program flexibility helps train students in one of industry's emerging technologies and provides the opportunity for the completion of an Associate in Applied Science degree.

## Industrial Lab Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	70xx	Scientific & Engineering Principles	4	
	8203	Technical Mathematics 1	4	
	8302	Physics 1 (Mechanics)	3	
	8110	Communications	4	
		TOTAL		15
Second Quarter	7002	Industrial Laboratory Techniques	4	
	8204	Technical Mathematics 2	4	
	8303	Physics 2 (Heat, Light, and Sound)	3	
	6410	DC/AC Circuits (Basic Electricity)	4	
		TOTAL		15
Third Quarter	7004	Industrial Instruments and Techniques 1	4	
	6434	Introduction to Active Devices	3	
	6447	Special Semi-Conductors	3	
	8206	Technical Calculus 1	4	
		TOTAL		14
Fourth Quarter	7005	Industrial Instruments and Techniques 2	4	
	6562	Digital Principles 1	3	
	6563	Digital Principles 2	3	
	9472	Computer Program for Technicians	3	
		TOTAL		13
Fifth Quarter	700x	Engineering Graphics	3	
	0607	Productivity Software Applications	4	
	8401	Human Relations	4	
	8307	General Chemistry	3	
		TOTAL		14
Sixth Quarter	8210	Statistics	3	
	5456	Introduction to CAD	3	
	7341	Hydraulics and Pneumatics	3	
	8114	Technical Reporting	3	
		TOTAL		12
Seventh Quarter	7006	Environmental Monitoring	4	
	0908	Introduction to Non-Destructive Testing	4	
	0801	Statistical Process Control	3	
	8113	Oral Communications	4	
		TOTAL		15
Total Associate in Applied Science Degree Credits				98

## Industrial Maintenance Technology

Industrial maintenance technicians spend much of their time performing preventative and general maintenance such as equipment inspection, general maintenance procedures, and record keeping for manufacturing industries in foods, primary metals, machinery, chemicals, fabricated metal products, transportation equipment, paper publishing and rubber. The wide range of courses provides instruction in installation and general maintenance in three major areas: machine tool, heating and air conditioning, and electrical wiring and equipment. Emphasis is also placed on industrial safety and health.

Some students may accomplish their career objectives by completing just one or two courses. Other students will want to pursue the College's Associate in Applied Science degree in Industrial Maintenance. This program, which will normally take the full-time student approximately two years to complete, will prepare the student for a wide range of career opportunities.

### Industrial Maintenance Technology Facilities Minor Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7112	Heating Fundamentals	3	
	6014	Electrical Wiring Fundamentals	3	
	7123	Air Conditioning and Refrigeration Fundamentals	3	
	6024	Plumbing Fundamentals	3	
	8201	Applied Math I	4	
		TOTAL		16
Second Quarter	7124	Heating Service Gas and Oil	3	
	7126	Air Conditioning and Refrigeration	3	
	7133	Cooling Service Electrical	3	
	6015	Residential Wiring	3	
	9414	Building Trades Blueprint Reading or Equivalent	3	
		TOTAL		15
Third Quarter	6001	Carpentry Fundamentals	3	
	6002	Construction Tools and Skills	3	
	6036	Masonry and Concrete Fundamentals	3	
	6031	Electrical Commercial Wiring	3	
	7125	Motors and Motor Controls	3	
		TOTAL		15
Fourth Quarter	8001	Gas Welding I	3	
	8010	Arc Welding I	3	
	8110	Communications	4	
	6011	Floor and Wall Layout and Construction	3	
	6012	Roof Construction	3	
		TOTAL		16
Total Technical Certificate Credits				62

## Industrial Maintenance Technology Machinery Minor Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	6410	Basic AC/DC Circuits	4	
	7341	Basic Hydraulic & Pneumatic Principles	3	
	0930	General Industry OSHA & First Aid	3	
	7340	Machine Diagnosis & Repair Mechanical	3	
	8203	Technical Math I	4	
		TOTAL		17
Second Quarter	7342	Hydraulic & Pneumatic System Repair	3	
	7310	General Print Reading	4	
	7352	Troubleshooting Skills	3	
	7375	Utilities Distribution System	4	
		TOTAL		14
Third Quarter	9472	Computer Programming for Technicians	3	
	7331	Industrial Machine Electrical Circuits	3	
	7343	Preventive Maintenance	3	
	xxxx	Elective	4	
	9411	Mechanical Drafting I	3	
		TOTAL		16
Fourth Quarter	7339	Machine Diagnosis & Repair- Electrical	3	
	8066	Introductory Welding	3	
	7348	Millwright I	4	
	7349	Millwright Shop I	3	
		TOTAL		13
Fifth Quarter	7710	Machine Tool Introduction	3	
	7711	Machining Fundamentals	3	
	8110	Communications	4	
	7350	Millwright 2	4	
	7351	Millwright Shop 2	3	
		TOTAL		17
Sixth Quarter	xxxx	Elective	3	
	7381	Equipment Installation & Rigging	3	
	8301	Physical Science I	3	
	8208	Geometry	3	
	8401	Human Relations	4	
		TOTAL		16
Seventh Quarter	7344	Power Plant Mechanics I	3	
	7345	Power Plant Mechanics 2	3	
	xxxx	Elective	3	
	xxxx	Elective	3	
		TOTAL		12
Total Associate in Applied Science Degree Credits				105



## Machine Tool Technology

Machine tool technicians are builders, the kind of men and women who like to make things with their hands and figure things out with their minds.

Job opportunities may be found in factories that produce fabricated metal products, transportation equipment, and machinery in large quantities. Demand for these skilled workers is expected to increase as metal working and plastic industries expand.

The machine tool program at Ivy Tech College is designed to provide students with the skills necessary for that first job or for upward mobility. Some students will find that one or two courses in an area such as specialized machining, setup and operation, machine tool processes, blueprint reading, numerical control, heat treat, grinding, or hydraulics and pneumatics will meet their individual educational objectives. Other students will want to pursue the College's Technical Certificate. This program normally takes the full-time student approximately one year to complete.



## Machine Tool Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7529	Drafting for Machine Tool	3	
	7710	Machine Tool Introduction	3	
	7731	Basic Print Reading	3	
	8203	Technical Mathematics I	4	
		TOTAL		13
Second Quarter	7711	Machining Fundamentals I	3	
	5456	CAD Fundamentals	3	
	9441	Shop Mathematics 4	3	
	9472	Computer Programming for Technicians	3	
		TOTAL		12
Third Quarter	7734	Advanced Equipment Reading	3	
	7758	Numerical Control and Automatic Processing	3	
	7759	Introduction to Welding (Non-Majors)	3	
	7712	Machining Fundamentals 2	3	
		TOTAL		12
Fourth Quarter	7733	Advanced Machine Tool Setup and Operation	3	
	7740	Specialized Machine Theory	3	
	7760	Numerical Control and Automated Processing 3	3	
	7769	Numerical Control and Automated Processing 4	3	
		TOTAL		12
Total Technical Certificate Credits			49	

## Pollution Treatment Technology

Ivy Tech College's pollution treatment program provides training in wastewater treatment, air pollution control, public water supply, and hazardous wastes for municipal and industrial facilities. State and Federal environmental regulations are covered in detail to help the professional stay current. Courses are offered in hydraulics, plant math, equipment and maintenance, and applied chemistry.

Many courses in Pollution Treatment Technology will involve tours to various plants and water treatment sites to give you a glimpse of the real work world. Water treatment facilities, wastewater plants, the air pollution control offices for Marion County, and Indianapolis Power and Light Company are a few of the locations visited.

Of special interest to those already working in the field of wastewater treatment are the Plant Operation courses and the Applied Chemistry I course. The operations courses can help the individual prepare for the State Board of Health Certification Examination. The course in Applied Chemistry trains the laboratory technician in hands-on performance or required monitoring analysis in accordance with Environmental Protection Agency mandated procedures.

With an Associate in Applied Science degree, you may qualify as a laboratory technician, facilities operator, wastewater supervisor, equipment maintenance technician, or work in solids handling or collection systems.



## Pollution Treatment Technology Associate in Applied Science Degree

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	7913	Introduction to Environment Control	4	
	8203	Technical Mathematics 1	4	
	8110	Communications	4	
	TOTAL			12
Second Quarter	8113	Oral Communications	4	
	8204	Technical Mathematics 2	4	
	7943	Water Supply and Treatment	4	
	7916	Environmental Seminar	1	
	TOTAL			13
Third Quarter	7954	Plant Operations 1	4	
	7955	Management and Supervisory Procedures	3	
	7951	Reporting and Purchasing	2	
	8307	General Chemistry	3	
	xxxx	Elective	4	
	TOTAL			16
Fourth Quarter	7964	Plant Mathematics 1	4	
	7961	Plant Operations 2	3	
	7975	Basic Laboratory Skills	2	
	7960	Air Pollution Control 1	4	
	TOTAL			13
Fifth Quarter	7966	Hazardous Materials	2	
	7973	NPDES Workshop	2	
	7963	Plant Operations 3	3	
	8114	Technical Reporting	3	
	7915	Applied Chemistry I	3	
	TOTAL			13
Sixth Quarter	7972	Environmental Administration	4	
	7934	Basic Hydraulics	4	
	7970	Air Pollution Control 2	3	
	7958	Plant Equipment Maintenance 2	3	
	TOTAL			14
Seventh Quarter	7942	Applied Microbiology	3	
	7956	Applied Research 2	3	
	9472	Computer Programming for Technicians	3	
	xxxx	Elective	6	
	TOTAL			15
Total Associate in Applied Science Degree Credits				96

## Welding Technology

Job opportunities are expected to be quite good for welders in the future. Opportunities for welders exist with nuclear power plants, pipelines, ship builders, fabrication and building trades, welding service shops, utility companies and manufacturing firms. The successful Ivy Tech College student will be interested in positions such as welder, flame cutter, inspector, braiser, spot welder, and fabricator.

The welding program at Ivy Tech College is designed to provide students with the skills necessary for that first job or for upward mobility. Some students will find that one or two courses in an area will meet their individual educational objectives. Other students will want to pursue the College's Technical Certificate in Welding. This program normally takes the full-time student approximately one year to complete.



## Welding Technology Technical Certificate

	COURSE #	COURSE TITLE	CREDITS	
First Quarter	8013	Blueprint Interpretation	3	
	8063	Electrical Fundamentals for Welding	3	
	8090	Shielded Metal Arc Welding 1	5	
	8099	Oxy-acetylene Gas Welding/Cutting	5	
		TOTAL		16
Second Quarter	8024	Welding Blueprint Interpretation	3	
	8095	Shielded Metal Arc Welding 2	5	
	8097	Gas Tungsten Arc Welding	5	
	8201	Applied Mathematics I	4	
		TOTAL		17
Third Quarter	8202	Applied Mathematics 2	4	
	8401	Human Relations	4	
	8075	Welding Fabrications I	5	
	8096	Gas Metal Arc Welding	5	
		TOTAL		18
Fourth Quarter	8061	Pipe Welding I	5	
	8064	Basic Metallurgy	3	
	8110	Communications	4	
	8098	Welding Certification	4	
		TOTAL		16
Total Technical Certificate Credits				67

## **Instructional Support Services Division**

### **Division Office, North Meridian Center, Room 230**

It is the mission of the Instructional Support Services Division, through a strong General Education Program, to stimulate the full intellectual, emotional, and social development of each student. The knowledge, skills, and attitudes gained in general education courses also undergird, broaden, and augment the college's technical curriculum. Recognizing the essential value of the general education curriculum, all associate degree programs require approximately 25% of degree credits in general education courses. The division also provides instruction in a comprehensive skills advancement program, known as ACCESS, which develops basic skills, attitudes and learning processes in order that students may enter and be successful in college programs. Additionally, the division provides an integrated system of academic and counseling support services as well as a Learning Resource Center with library and audio-visual services.

### **General Education:**

Based on the belief that an associate degree should prepare students not only to enter the work force but also to become full participants in the complex, rapidly evolving multiple environments of American society, the General Education Program provides instruction in mathematics, physical science, communication, and social science, as well as a learning support system of counseling and tutoring, and additional support services through the Library/Learning Resource Center.

### **Mathematics and Science**

*Mathematics* is an essential skill in meeting the ever-changing needs of our increasingly complex society. Its study develops logical reasoning and methods of analysis and problem-solving. The application of these skills is required of all productive citizens.

The study of *science* leads to an understanding of the basic principles as well as the physical and life processes in our natural world. Each individual should be aware of the interaction between components of our world and the adaptations made to accommodate these interactions.

The mathematics and sciences program provides program level mathematics and science courses, including Applied Mathematics, Technical Mathematics, Business Mathematics, Mathematics of Finance, Geometry, Trigonometry, Technical Calculus, Statistics, Physical Science, Physics, Chemistry and Biology.

### **Communications and Social Science**

Recognizing that language is the foundation for all learning, the *communications* program encourages the use of language first as a creative tool to develop and organize an understanding of self and others. Using this understanding as a fulcrum, the clear, concise expression of ideas in speaking and writing becomes a powerful force in the interaction between people and cultures and ultimately in shaping a common future. Individuals develop proficiency in process-oriented composition, oral presentation, and business writing.

The study of *social science* focuses first on an examination of the student's own perception, motivation and striving for fulfillment. From that vantage point, further study explores the commonality and diversity of human experience in a pluralistic society. Students learn to understand and apply the principles of human behavior in social and professional relationships by focusing on individual and group processes.

Courses are offered in written communications, oral communications, business communications, technical report writing as well as courses in human relations, applied psychology, and sociology.

### **Library/Learning Resource Center**

The Library/Learning Resource Center is a source of reference materials, leisure reading materials, materials related to all program areas of the College, career exploration materials, general magazines and newspapers, audio-visual materials and equipment, inter-library book loans, text books on reserve, reference service, library use assistance, and pay photocopying. There are two locations: Hours at East Washington Center and North Meridian Center are Monday through Thursday, 8:00 a.m. to 9:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m. The North Meridian Center is also open 9:00 a.m. to 4:00 p.m. on Saturday.

### **Skills Advancement – Access Program:**

Developing basic skills, attitudes and learning processes in order that students may enter and be successful in college programs, the ACCESS program is a comprehensive system of services including initial assessment of skills, specialized counseling services, ongoing course placement and classroom and lab instruction in basic mathematics, language, and social science. Additional learning assistance is provided through small-group and one-on-one tutoring and computer-assisted instruction. The ACCESS program also provides comprehensive services for special needs students and non-native speakers of English.

### **Instruction**

*Introductory mathematics* courses, Basic Mathematics Skills, Mathematics Skills, Intermediate Mathematics Skills, Pre-Technology Mathematics I and II, are usually offered twice a week for two hours in the morning, afternoon and evening. Some once-a-week, four-hour sessions are also available.

*Introductory communications* courses provide classroom instruction augmented by individualized tutorial, laboratory and computer-assisted instruction which affords the students a variety of opportunities for developing expressive and receptive communication skills.

The *Learning Development* program accepts students who, as a result of orientation testing, show a low profile in all academic areas. After an intensive, two-quarter program of instruction in reading, speech, critical thinking, mathematics and writing, the progress of these probationary students is assessed. Those who show the potential for success in college-level programs are recommended for completion of their developmental requirements.

*English as a Second Language* offers highly flexible morning and evening programs for non-native speakers of English, with individualized and group learning. Included are listening, speaking, reading, writing, grammar, and study skills. Also available are interpersonal and cultural adjustment skills, along with a number of the College's occupational/technical courses. Counseling and other services are also available for foreign students and resident immigrants.

### **Academic Support Services**

Expert one-on-one tutoring for any course offered by ACCESS or ISSD is available in the *Tutoring Lab* in room 258 at the North Meridian Center. The hours are Monday through Thursday 8:00 a.m. to 8:30 p.m. and Friday 8:00 a.m. to 3:00 p.m. Appointments are optional.



*The Computer-Assisted Instruction (CAI) Lab* offers two micro-computer labs, one at North Meridian Street and one at East Washington Street, which help students learn concepts and provide students with adequate drill and practice sessions in such areas as the following: communication skills, mathematics and science skills, English as a second language and technical vocabulary for the deaf.

#### *Special Services*

*Testing* for course placement and admission to Ivy Tech programs is provided weekly. Included in this session are assessments of reading, writing and mathematics ability. Students who need to complete GED certification or who wish to receive credit by testing out of a course should contact the Testing Center for procedures.

*Counseling Services* through the ACCESS program include academic counseling, career testing and counseling, financial aid counseling and personal development counseling. These services are available to students who need supplemental support in order to succeed in their vocational and technical programs.

*The Special Needs Program* at Ivy Tech serves those students with physical disabilities and learning disabilities that may emerge as barriers to their acquiring job skills. Academic support and counseling services are provided specifically for students with special needs to enhance their independence and career preparation.



# Course Descriptions

- 0110 Accounting Principles 1** 4  
Introduces fundamental principles, techniques, and tools of accounting. Explains the mechanics of accounting, including the collection, summary, analysis, and reporting of information pertaining to a service enterprise. Includes study of bank accounts and cash funds, and payroll accounting.
- 0112 Accounting for Non-Majors** 4  
Analyzes financial statements to determine levels of efficiency and company performance. Instructs in ratio and trend analysis, budgeting, capital expenditures, and price level effects on accounting.
- 0120 Accounting Principles 2** 4  
Studies special journals; includes work sheets and financial statements for a merchandising business internal control, notes and interest, sales procedures, inventories and fixed assets. Computerized practice set is included in course.
- 0122 Business Law 1** 3  
Studies the judicial system and the nature and sources of business law. Describes the nature of torts and crimes for which the law provides punishment with emphasis on legal situation encountered in the performance of breach of contracts, in the creation of an agency, and in sales and negotiable instruments.
- 0130 Accounting Principles 3** 4  
Develops accounting skills in journal and statement presentation of corporated capital stock, receivables, intangible assets, deferred charges, long-term liabilities, and temporary and long-term investments, introduces branch operations accounting.
- 0140 Intermediate Accounting 1** 4  
Studies accounting principles pertaining to the income statement and balance sheet, cash receipts, disbursements and reconciliations, accounts receivable, and bad debts.
- 0141 Individual Income Taxes** 4  
Presents accounting procedures and problems associated with state and federal income tax laws pertaining to individuals, estates, and trusts.
- 0142 Job Order Cost Accounting** 4  
Studies job order cost accounting procedures, manufacturing overhead control, departmentalization, material and labor control, and report forms.
- 0143 Business Law 2** 3  
Includes study of bailments, secured transactions, partnerships and corporations, property, wills and trusts, insurance, suretyship, guaranty, and bankruptcy.
- 0150 Intermediate Accounting 2** 4  
Provides intermediate and advanced study of accounting principles pertaining to corporations, temporary investments, long-term investments, special bond transactions, amortization, revaluation and retirement of plant and equipment, repairs and maintenance, depreciation, natural resources, intangible assets, and inventory valuation.
- 0151 Process Cost Accounting** 4  
Studies process cost accounting, standard cost procedures, and estimation and control of costs by means of budget use and profit analysis.
- 0160 Intermediate Accounting 3** 4  
Covers accounting practices pertaining to stockholders' equity, corporate earnings, corporate dividends, statement of change in financial position, and financial statement analysis.
- 0166 Introduction to Management** 3  
Studies the vital role of management in organizations of various sizes. Examines the interrelationships of various departmental functions and establishes the lines of authority and responsibility. Also studies the manager's duties with regard to communications, motivation, and delegation of authority.
- 0320 Management Principles** 4  
The foundation management course with focus on the basic functions and activities common to management work. Guidelines for effective management are studied.
- 0321 Office Administration** 4  
Focuses on the activities of the office manager, including office organization, office site location, office layout and environment, records management, and office communication devices and services.
- 0322 Personnel Administration** 4  
Focuses on the activities of the personnel administrator, including personnel recruitment and placement, personnel appraisal and training, job analysis and classification, wage and salary administration, and employer-employee relations.
- 0323 Business Principles and Organization** 4  
Examines our business system in relation to our economic society. Studies business ownership, organization principles and problems, management, control facilities, administration, and development practices of American business enterprises.
- 0328 Laws Applied to Business** 4  
This course is designed to cover areas of law that relate to business for which the business layman should be aware, including contracts, the law of agency, and the uniform commercial code.
- 0510 Data Processing Fundamentals** 5  
Provides general introduction to data processing and programming, with emphasis on hands-on computer experience. This course will examine the role of data processing in an organization which includes: data processing applications, computer hardware and software, internal data representation, stored program concepts, systems and programming design, flowcharting, and data communication. Additional topics include the history of computers, related computer careers, the social impact of computers, and computer security.
- 0512 BASIC Language Programming** 5  
Introduces BASIC, a computational, problem-oriented language. Covers use of arithmetical expressions, conditional control, iteration techniques, input-output specifications, tables, and sub-programs for solving elementary business problems.
- 0520 COBOL Programming Fundamentals** 5  
Provides an introduction to COBOL (Common Business Oriented Language) with the major emphasis on developing structured programming skills. Develops proficiency in applying the programming development cycle to elementary business problems.

<b>0521 Practical Computer Operations</b>	<b>5</b>	Introduces students to computer operations, hardware, media, operating systems, and DOS Job Control Language. Concepts are reinforced by actual hands-on computer room experience.
<b>0522 Problem-Solving Fundamentals</b>	<b>3</b>	Emphasizes efficient problem solving techniques as they apply to business related computer programming problems. Develops ability and confidence through flowcharting examples and exercises.
<b>0530 Advanced COBOL Programming</b>	<b>5</b>	Continues those topics introduced in Introduction to COBOL with more logically complex business problems. The student develops a higher level of COBOL proficiency as well as a greater familiarity with debugging techniques and the structured approach through class instruction and laboratory experience.
<b>0531 Operating Systems</b>	<b>5</b>	A study of computer operating systems, purposes, structure and various functions. Provides general understanding of how comprehensive sets of language translators and service programs, operating under supervisory coordination of an integrated control program, form the total operating system of a computer.
<b>0540 Systems Analysis and Design</b>	<b>4</b>	Provides instruction for creating or modifying a system by gathering details, analyzing the data, designing the system by creating solutions, and implementing and maintaining the system.
<b>0541 COBOL Programming 3</b>	<b>5</b>	Emphasizes file handling techniques on both tape and direct access devices and the use of libraries via the COBOL CALL and COPY verbs. Although top-down construction, modularization, the GO TO-less programming are stressed throughout all COBOL classes, variant forms of the "structured" approach as well as unstructured concepts such as the GO TO verb are introduced at this level. Through class discussion and lab assignments, the course helps the student develop good programming practices and an entry-level COBOL competency.
<b>0560 Data Communications</b>	<b>4</b>	This course introduces the concepts of data communications for computer programming students in order to build a foundation of knowledge upon which to add the new technologies as they are developed.
<b>0567 Microcomputer Database Management</b>	<b>4</b>	Introduces microcomputer database concepts, planning, design, and reporting through database management systems. Students will learn to use such software programs as dBASE III Plus in applying the database techniques to business information storage and reporting. Prerequisite D607 or permission of Program Chair.
<b>0568 BASIC Language Programming</b>	<b>4</b>	Course designed for those with no previous background in computers or programming. Includes terminology, common input/output devices, computer software, flowcharting, rules of the BASIC language, arithmetic and string operations, input and output operations, program control statements, programming, debugging, and testing techniques.
<b>0570 Assembly Language Fundamentals for Mainframe Computers</b>	<b>5</b>	Introduces the student to a low-level machine oriented programming language utilizing an IBM mainframe computer. Emphasis is on commercial applications and stresses proper testing and debugging techniques.
<b>0571 Survey of Business Data Processing</b>	<b>3</b>	Surveys the scope and significance of data processing for businesses. Familiarizes the student with basic computer concepts and electronic data processing equipment. Course aimed toward the non-data processing major. Allows for some hands-on introductory training.
<b>0573 RPG II Programming Fundamentals</b>	<b>5</b>	Provides a working knowledge of the RPG II Programming language and its applications to common business reporting. Attention is given to accounting mathematics, exception output, table and array handling.
<b>0574 PL/1 Programming 1</b>	<b>5</b>	Familiarizes the student with the PL/1 programming language, its capabilities and limitations. The student will learn to use PL/1 to solve a variety of programming problems. Lab assignments include coding, debugging, and testing PL/1 programs.
<b>0575 Topics in Data Processing 1</b>	<b>4</b>	Discusses topics of current interest in information/data processing as to the use of microcomputers in business. Introduces microcomputer history, terminology, fundamental equipment operations and disk storage as well as standard microcomputer software applications such as word processing, database management, and electronic spreadsheets. Students will apply such concepts during lab exercises using software included with the text.
<b>0576 Advanced Assembly Language for Mainframe Computers</b>	<b>5</b>	Continues those topics introduced in Assembly Language Fundamentals with emphasis placed on disk programming techniques.
<b>0601 Office Automation</b>	<b>3</b>	Introduces student to the integration and automation of all information functions in the office. Emphasizes interpretation of several forms of computerized information processing including data processing, word processing, electronic mail, and graphics, with insight as to how automation of business operation affects the office worker.
<b>0603 Micro/Minicomputer Operating Systems</b>	<b>4</b>	Introduces concepts, terms and operation skills for microcomputer and minicomputer operating systems. Acquaints the student with the method of control provided by the operating system of a computer to supervise, coordinate and integrate programs. Student will learn to use such operating systems as UNIX and PC-DOS. Prerequisite 0601 or permission of Program Chair.
<b>0605 Microcomputer Database Design and Management</b>	<b>4</b>	A continuation of 0567. Designed to provide an in-depth focus and application of advanced Database Management techniques. Student will learn to use the advanced features of such software programs as dBASE III Plus to apply database concepts. Prerequisite 0567 or permission of Program Chair.
<b>0607 Productivity Software Applications</b>	<b>4</b>	An introduction to microcomputer software applications. Acquaints the student with the fundamentals of microcomputer workstations, terminology, and standard productivity software on microcomputer systems. Student will learn to use such software programs as dBase III plus, TWIN, and WordPerfect to demonstrate business applications for microcomputer software. Prerequisite 0575 or permission of Program Chair.



- 0608 Microcomputer Word Processing** 4  
An introduction to microcomputer wordprocessing. Acquaints the student with the fundamentals of word processing on microcomputer workstations. Student will learn to use such software as Wordstar and Multimate in performing word processing tasks. Prerequisite 0607 or permission of Program Chair.
- 0609 Introduction to Spreadsheets** 4  
An introduction to electronic spreadsheet application programs. Emphasis placed on how to automate the use of ledger worksheets for better financial planning and analysis. Some graphic representation of data is included. Student will learn to use such programs as Microsoft Multiplan and Lotus 1-2-3 to prepare financial reports and solve business problems. Prerequisite 0609 or permission of Program Chair.
- 0610 Introduction to Microcomputers** 4  
Discusses topics of current interest in information/data processing as related to the use of microcomputers in business. Introduces microcomputer history, terminology, fundamental equipment operation and disk storage as well as standard microcomputer software applications such as word processing, database management, and electronic spreadsheets. Students will apply such concepts during lab exercises using software included with the text.
- 0613 Integrated Business Software** 4  
Provides a working knowledge of integrated microcomputer software concepts, interrelations, commands, and practical application. Integrated software uses individual applications that can share the same data, manipulating it in different ways. Students will learn to use such programs as Lotus Symphony to integrate data within varied applications. Prerequisite 0609 or permission of Program Chair.
- 0711 Introduction to Hospitality Management** 4  
Traces the growth and development of the lodging industry from early inns to modern high-rise and commercial hotels and highway motels. It also reviews the organization of hotel operations and covers the opportunities and future trends in the industry.
- 0712 Front Office Procedures** 4  
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with billing and collection procedures. The course also places front office procedures within the context of the overall operation of a hotel and examines front office management, the process of handling complaints, and concerns regarding hotel safety and security.
- 0723 Convention Management** 3  
Defines the scope and various segments of the convention market, explains what is required to meet individual needs, and, most importantly, explores methods and techniques that lead to better service.
- 0728 Hotel-Motel Seminar** 3  
Seminar topics are selected to meet special training needs of local hotel-motel conditions and events. For example, seminar topics may be presented to orient graduates to the Pan-American games, public health conditions, or computerized skills for newly developing hotel-motel systems.
- 0731 Basic Cooking Methods I** 4  
Explains and demonstrates the fourteen basic forms of food preparation.
- 0733 Food and Beverage Management and Service** 4  
Provides a basic understanding of the principles of food production and service management; reviews sanitation, menu planning, purchasing, storage, and beverage management.
- 0742 Food and Beverage Purchasing and Control** 4  
Studies the major food groups purchased by quantity buyers. Includes fresh and processed fruits and vegetables, dairy products, cereals and cereal products, beverages, poultry and eggs, fish and shellfish, meats, and alcoholic beverages. Outlines the essentials of effective food and beverage control and establishes systems for determining sale values.
- 0744 Sanitation** 4  
Studies in detail the principles and practices of sanitation for food service operations. Includes general cleaning practices, environmental sanitation, and the scientific principles underlying good sanitation practices. Attention is given also to personal hygiene and the importance of sanitation from both economic and legal points of view.
- 0751 Food and Beverage Cost Control, Planning and Procedures** 4  
Studies in detail the various areas of control in a food and beverage operation. Items covered include points of control, people planning and procedures for stabilizing controls and monitoring controls once in place.
- 0752 Sales Promotion** 4  
Demonstrates the development of a marketing plan for any size operation. Shows how to unite all departments of a hotel operating into a coordinated team. Emphasizes the organization and functioning of the sales department, with attention to sales tools and techniques, advertising, and types of markets.
- 0753 Hotel-Motel Law** 3  
Creates an awareness of responsibilities and rights which the law imposes upon and grants to the innkeeper and illustrates the consequences caused by a failure in those responsibilities; also discusses attitude of the courts toward the innkeeper involved in litigation.
- 0760 Hotel-Motel Maintenance 1** 3  
Examines the organization of a maintenance and engineering department. Discusses plumbing, heating, ventilation, refrigeration, air conditioning, and electrical systems, vertical transportation, structural maintenance, painting, landscaping, contracts, communication, acoustics, fire protection, and maintenance of kitchen equipment.
- 0762 Hotel-Motel Supervisory Housekeeping** 4  
Introduces the fundamentals of housekeeping management. Emphasis is placed on employee training, record-keeping, health and safety, cost control, and executive housekeeping responsibilities.
- 0763 Hotel-Motel Maintenance 2** 3  
Offers advanced study in hotel-motel maintenance and engineering. Emphasis is placed on maintenance procedures and the establishment of preventive maintenance programs.
- 0901 Quality Control Concepts and Techniques 1** 4  
Studies the latest quality control concepts and techniques in industry, with emphasis on modern manufacturing requirements.
- 0902 Quality Control Concepts and Techniques II** 4  
Emphasizes recent technological developments; a continuation of 0901 Quality Control Concepts and Techniques 1.
- 0903 Quality Control Engineering Principles and Techniques** 4  
Presents principles and techniques of modern quality control engineering, with attention to management, engineering, economic, and production factors. Emphasis placed on the assurance of quality at the hardware, processing, and systems levels.



<b>0904 Statistical Concepts and Techniques</b> 4	<b>0967 Drafting and Manufacturing Standards</b> 3
Presents various topics pertaining to statistical applications of quality control, including frequency distribution, probability theory and applications, and sampling techniques.	Presents drafting theory and practice, with special attention to standard practices of dimensioning, tolerancing, and notations of tooling components. Covers revolving out of position, line elimination, and sectioning.
<b>0905 Quality Control Engineering Theory and Application</b> 4	<b>1001 Distribution and Logistics</b> 4
Presents current theory and applications of quality engineering for assurance and verification of product quality at the hardware, processing, and system levels. Emphasis is placed on statistical analysis, laboratory experiments, and test and case problem-solving applications.	The foundation course for the study of the physical distribution of materials. Reviews the basic physical distribution and logistics systems relating to warehousing, materials handling, inventory control, order processing, and transportation.
<b>0907 Reliability Objectives</b> 4	<b>1002 Manufacturing and Logistics</b> 4
Introduces the development and principles of reliability engineering. Establishes the mathematical and physical bases of reliability and applies the basic elements of reliability data analysis. Surveys concepts basic to modern reliability requirements, with emphasis on practical applications in manufacturing processes and production operations.	This course concentrates on the flow of raw materials from source of supply to the production line, the materials in-process handling, and the movement of finished goods from end of the production line to shipment.
<b>0908 Nondestructive Tests</b> 4	<b>1003 The Transportation System</b> 4
Presents an overview of the relationship of nondestructive testing to the total quality function. Attention is given to the advantages and limitations of various test methods.	Traffic and transportation management applied to rate negotiation, routing, risk and claims, expediting and tracing. Distinguishes among types of transportation operations, including rail, motor, water, air, and pipelines.
<b>0909 Mechanical Metrology</b> 4	<b>1004 Warehouse and Inventory Control</b> 4
Provides instruction and laboratory experiments in the use of mechanical testing and measurement equipment for quality control.	Evaluates the warehousing function and management system controls. Differentiates among the various inventory control systems. Reviews material handling methods for the preparation, placing, and positioning of materials to facilitate their movement or storage. Focus is placed on computer utilization in warehousing and inventory control management.
<b>0913 Techniques of Supervision 1</b> 3	<b>1005 Order Processing and Customer Service</b> 4
Studies employee development, with emphasis upon the responsibilities of the beginning or newly appointed supervisor. Gives attention to functioning within the organizational structure, communications, motivation, delegation of authority, interviews, orientation and induction of new employees, and evaluation of employee performance.	Concentrates on the order cycle as applied to the set of procedures for handling and filling orders, including transmittal, picking and assembly, and delivery. Reviews customer relations standards, including applied customer skills relating to product knowledge and sales principles.
<b>0915 Electrical Metrology</b> 4	<b>1006 Case Studies in Distribution Management</b> 4
Offers instruction and laboratory experiments in the use of electrical testing and measurement equipment for quality control.	This course is designed to apply, by the case study method, the knowledge, principles and skills acquired in ones own program concentration( e.g., small business, manufacturing, marketing, physical distribution). The course primarily is structured as a seminar for individualized case analysis, presentation, discussion, and solution.
<b>0916 Procurement Quality Control</b> 4	<b>1007 Import/Export and Domestic Marketing</b> 4
Studies principles and functions of procurement quality control. Covers inspection techniques, tools, and records.	Outlines the role of international business transactions. Emphasis is placed on the interrelationship with domestic product planning, pricing, title-flow, and promotion for import/export.
<b>0917 Reliability Techniques</b> 4	<b>1112 Introduction to Business</b> 4
Studies reliability techniques and applications designed to obtain or improve reliability analysis.	The foundation course for business and management career preparation. Provides a comprehensive overview of business operations, management functions, and business concerns.
<b>0923 Techniques of Supervision 2</b> 3	<b>1114 Marketing 1</b> 4
Develops the necessary skills for effective supervision of personnel. Includes group discussion of selected topics, case studies, and in-basket situations.	Introduces the field of marketing and the basic concepts of marketing goods and services, with attention to marketing mix.
<b>0930 General Industry OSHA and First Aid</b> 3	<b>1115 Sales Techniques</b> 4
Studies the Occupational Health and Safety Act (OSHA) and standards. Alerts the student to industrial hazards and demonstrates first aid techniques as outlined in the American Red Cross multimedia course.	This course is designed to develop ones own art of selling. Sales knowledge and sales skills are applied to ones own choice of product. Selling principles are emphasized.
<b>0942 Purchasing and Inventory Control</b> 4	<b>1135 Retailing</b> 4
Studies purchasing procedures and inventory management.	Studies retailing concepts and practices, including retail merchandise planning, buying, pricing, promotion, and control in established retail operations. Attention is given to managerial and operational skills.
<b>0965 Business Management/Manufacturer</b> 4	
The introductory manufacturing course. Focus is on basic principles, practices, and functions of manufacturing management. Includes application in the service industries, such as utilities, hospitals, and government.	

<b>1137 Buying and Inventory Control</b>	<b>4</b>	Focuses on decision-making and the skills required in the purchasing of products and services for business. Attention is given to procurement, negotiation, transportation, and inventory management.
<b>1147 Principles of Advertising</b>	<b>4</b>	Focuses on advertising as the key element in the promotion of goods and services in the market place. Attention is given to advertising media and media selection, advertising copy strategy, advertising regulations, and organization of advertising functions.
<b>1148 Principles of Insurance</b>	<b>4</b>	Examines risks faced by business firms and considers ways of handling them. Covers property, liability, and personal losses, with attention to insurance contracts and their uses. Includes individual life, health, and pension insurance, public policy, government regulations, and social insurance programs.
<b>1151 Introduction to Public Relations</b>	<b>4</b>	Introduces the public relations field, including the role of public relations in business and industry, nonprofit organizations, the benefits of public relations, the tools of the public relations practitioner, and principles and trends of the field.
<b>1157 Entrepreneurship</b>	<b>4</b>	This course is designed to develop one's own business plan for entry into self-employment. Coverage also is applicable for the generalist small business administrator. The course primarily is structured as a workshop for individualized business plan development.
<b>1161 Business Management/Marketing</b>	<b>4</b>	The introductory marketing course. Focus is on basic marketing strategy for targeting markets and for developing a marketing mix of product, price, distribution and promotion.
<b>1208 Refresher Shorthand</b>	<b>2</b>	Designed to bring unused shorthand skills to an employable level. The course includes three areas of skill development: speed, theory, and transcription.
<b>1209 Refresher Typing</b>	<b>2</b>	Designed for typists who have mastered keyboarding skills. Emphasis is placed on identifying causes of low typing speed and accuracy. Prescribed typing drills are assigned to strengthen diagnosed weakness.
<b>1210 Shorthand 1</b>	<b>4</b>	Introduces symbol shorthand, including theory, brief forms, and speed in reading from plate or machine notes. Introduces dictation, with emphasis on writing shorthand outlines.
<b>1212 Typewriting 1</b>	<b>4</b>	Studies touch typewriting techniques and their applications. Includes typing of business letters and manuscripts, centering, tabulation, machine parts and care, and speed development.
<b>1220 Shorthand 2</b>	<b>4</b>	Develops dictation, note-reading, and transcription skills through drills and tests. Emphasizes speed, accuracy, and use of correct English.
<b>1222 Typewriting 2</b>	<b>4</b>	Focuses on business letters, forms, manuscripts, and tabulations. Builds speed and accuracy, and use of correct English.
<b>1224 Records Management</b>	<b>3</b>	Introduces methods and procedures of maintaining business records of various types, with attention to filing systems and file maintenance. Develops skills through practice situations.
<b>1225 Data Entry</b>	<b>4</b>	Prepares the student for employment in data entry or related data processing positions in a modern computerized business. The course teaches basic keyboarding skills in addition to providing experience with typical applications and a variety of data entry techniques on an IBM Personal Computer. Speed and accuracy are strongly stressed. Prerequisite 1212 or equivalent.
<b>1230 Shorthand 3</b>	<b>4</b>	Reviews fundamental shorthand skills, emphasizing new matter dictation and mailable transcription. Emphasizes use of correct English.
<b>1232 Typing 3</b>	<b>4</b>	Improves production typing skills. Includes complex tabulation, statistical reports, rough drafts, manuscripts, and forms.
<b>1236 Office Calculating Machines</b>	<b>3</b>	Gives the student a competent touch skill level in entering numbers in applications of related mathematical problems and the basic operation of electronic calculating machines representative of those used in business offices. Prerequisite 8212.
<b>1241 Clerical Office Procedures</b>	<b>4</b>	Explores the range of opportunities available in the clerical field. Includes filing, machine transcription, and duplicating machine techniques and receptionist training. Also introduces the duties of legal, medical, and administrative secretaries.
<b>1242 Typewriting 4</b>	<b>4</b>	Develops a high level of typing skills. Emphasizes complex tabulation, statistical reports, rough drafts, manuscripts, and forms.
<b>1255 Word Processing (Part 1)</b>	<b>2</b>	This lecture course enables students to become knowledgeable in the concepts of word processing systems, their history, and their future. Co-requisite is 1256.
<b>1255 Introduction to Word Processing Module 2</b>	<b>2</b>	Provides the student with a working knowledge of how dedicated word processing tasks are performed on a microcomputer. Students will learn to create, edit, alter text formats, and print documents including memoranda, letters, reports and mass mailings using IBM Display Write Software.
<b>1256 Word Processing Operations</b>	<b>4</b>	Provides practical training on word processing operations toward solving problems and developing projects. Co-requisite is 1255.
<b>1257 Word Processing Applications</b>	<b>4</b>	Offers experience in applying word processing equipment. Emphasis is placed on English grammar principles and proofreading skills.
<b>1262 Typewriting 5</b>	<b>4</b>	Focuses on production techniques pertaining to correspondence, business forms, manuscripts, tabulation, secretarial projects, and transcription of machine-recorded dictation. Emphasis is placed on grammar, spelling, and letter format.
<b>1267 Machine Dictation and Transcription</b>	<b>2</b>	Develops transcription and communication skills, integrating those learned in other areas, such as typing and technical and business communications. Broadens the student's marketable skills with training in the use of machine transcription equipment.
<b>1274 Supervision of Word Processing Operations</b>	<b>4</b>	Studies the management and supervision of a word processing system. Demonstrates starting and stopping the system components, care of the printer, archiving and deleting documents to avoid system overload, use and maintenance of production logs, performance of control operation tasks, and supervising the work of other operators in the office.

<b>1275 Word Processing Files Management</b>	<b>4</b>
Demonstrates how to create, use, change, and update files on the IBM 5520 Administrative Word Processor or equivalent system.	
<b>1301 Introduction to Law and Ethics</b>	<b>3</b>
Introduction to Law and Ethics includes the study of law as a profession, the adversary system, conflicts of interest, perjury, confidentiality and distributive justice, all from a philosophical perspective of moral problems associated with these topics. Also included is preliminary exposure to the court system and various substantive areas of law.	
<b>1302 Legal Research/Writing</b>	<b>4</b>
Legal Research and Writing includes the study and use of legal research tools such as digests, loose leaf services, reporters, statutory compilations and forms books. Legal writing format and methodology will be presented through practical application in drafting memoranda, correspondence and selected forms. Shepherdizing and proper case citation skills are emphasized.	
<b>1303 Civil Law and Procedures</b>	<b>4</b>
Civil Law and Procedures include the study of the Indiana Trial Rules, the Rules of Appellate Procedure, the Federal Rules of Procedure, and miscellaneous local rules: Filing procedures requirements and deadlines, certain trial preparation techniques and the Federal Rules of Evidence are surveyed.	
<b>1304 Insurance Law</b>	<b>3</b>
Insurance Law includes a survey of the various types of insurance policies and exclusions. Statutory and common law burdens and benefits are presented from the viewpoint of the insurer and the insured as well as coverage interpretation and the application process.	
<b>1305 Family Law</b>	<b>4</b>
Family Law includes a survey of the law of dissolution, custody, child support and visitation and related matters. Familiarity with financial declaration forms, client intake, child support guidelines, available social services and procedural requirements is stressed.	
<b>1306 Criminal Law and Procedures</b>	<b>4</b>
Criminal Law and Procedures includes a survey of Indiana criminal statutes and selected federal criminal laws. Investigative and administrative skills are emphasized. Appellate procedure is presented.	
<b>1307 Wills, Trusts and Probate</b>	<b>4</b>
Wills, trusts and probate includes a survey of estate planning, will drafting, adoption and guardianship procedures and the law underlying these proceedings. Preparation of probate and administration forms, asset inventories and valuations, certain tax forms and accounting are emphasized.	
<b>1308 Property Law</b>	<b>4</b>
Property Law includes a survey of the law of real and personal property. Practical exposure includes review of title searches, loan documents, zoning requirements, bills of sale, financial statements, mortgage documents, leases, options, deeds and recording requirements.	
<b>1309 Torts</b>	<b>4</b>
Torts includes a brief survey of the law of comparative negligence, products liability, defamation, false arrest, and other civil wrongs. Client interview skills, deposition summary skills, medical information review, document organization and drafting discovery pleadings are emphasized.	
<b>1311 Interviewing and Counseling</b>	<b>3</b>
Interviewing and counseling stresses the acquisition of skills in client in-take interviews, effective client communication, obtaining necessary documentation from the client, statementizing and providing appropriate support to the client. Professionalism in interaction is emphasized.	
<b>1312 Legal Office Management</b>	<b>3</b>
Legal office management includes instruction on automated and manual docket and conflict control systems, file organization, closed file control, research segregation, client funds handling and other management techniques. Internal communication skills and rules compliance are presented.	
<b>1314 Bankruptcy Law</b>	<b>4</b>
Bankruptcy Law includes a survey of the Federal Bankruptcy Act. Skills necessary to accumulate personal financial information, compile initial schedules, collect and organize data for first meeting of creditors, complete proofs of claim, and pursue certain creditor's rights are stressed.	
<b>1315 Medical and Legal Terminology</b>	<b>3</b>
Medical and Legal Terminology includes a study of the structural analysis of terms (roots, prefixes and suffixes) and commonly used medical and legal terminology and abbreviations. Skills stressed are evaluation of medical records, uses of specialized resources, and the preparation of doctor's deposition summaries.	
<b>1316 Litigation</b>	<b>4</b>
Litigation includes further study of the Indiana Trial Rules and the Federal Rules of Procedures and Evidence. The discovery process and its tools are presented as are skills such as document organization and retrieval, witness statementizing, deposition summarizing and indexing and court scheduling.	
<b>1317 Law Practice Workshop</b>	<b>8</b>
The Law Practice Workshop includes hands-on internship in law offices, government agencies or corporations. Professional development is enhanced.	
<b>1318 Contracts and Commercial Law</b>	<b>4</b>
Contracts and Commercial Law includes a survey of contract law and the Uniform Commercial Code. Drafting and interpreting skills are emphasized along with the elements of business formation.	
<b>1319 Claims Investigation</b>	<b>4</b>
Claims Investigation includes witness interview techniques, preservation of evidence considerations, organizational skills, and alternative methods of gathering facts. Resources for obtaining expert opinion and review of financial information are presented.	
<b>2415 Audiovisual Equipment Operations and Maintenance</b>	<b>3</b>
Demonstrates the operation of various types of AV equipment, basic maintenance for hardware items, and preparation of inexpensive instructional materials.	
<b>2417 Library and Learning Resource Center Fundamentals 1</b>	<b>3</b>
Introduces the major phases of library and learning resource center operations, especially as they pertain to the roles of library aides. Also covers classification systems, shelving, catalog use and circulation procedures.	
<b>2418 Library and Learning Resource Center Fundamentals 2</b>	<b>3</b>
Introduces the types of library materials and their organization, characteristics, and use in support of the library's function. Emphasizes reference service and a thorough knowledge of standard reference tools.	



<b>2419 Library Forms and Records</b>	<b>3</b>	Introduces standard library forms and methods of record keeping pertaining to shelf listing, serials control, and filing. Covers acquisitions, simple cataloging, preparation of materials for use, and mending techniques.
<b>2427 Library Operations Practices</b>	<b>3</b>	Prepares the student to perform service operations and to meet the service demands of patrons. Offers practical experience in a broad range of library tasks, including circulation and reference and technical services, vertical filing maintenance, and displays.
<b>2428 Library Technology Seminar</b>	<b>4</b>	The seminar provides an opportunity to examine special problems or topics of current interest through group discussions and guest speakers. Covers such topics as automation, professionalism and specialized reference tools such as legal resources.
<b>2610 Child Growth and Development</b>	<b>4</b>	Introductory study of the physical, social, emotional and mental development of the preschool child. The influence of cultural environment on development and individual differences are considered.
<b>2612 Childhood Health</b>	<b>3</b>	Instruction in basic health and illnesses pertaining to early childhood.
<b>2641 Childhood Movements</b>	<b>4</b>	
<b>2642 Nutrition and Meal Planning</b>	<b>4</b>	Focuses on the nutritional needs of preschool children and the state regulations for food and nutrition in child care centers. Demonstrates ways to promote nutritional values in preschool children.
<b>2643 Preschool Art</b>	<b>4</b>	Presents the methods, techniques, and materials used in art experiences for young children.
<b>2651 Language Arts for Children</b>	<b>4</b>	Presents methods and techniques useful in the development of language skills in preschool children.
<b>2652 Children's Literature 1</b>	<b>3</b>	
<b>2660 Preschool Music</b>	<b>4</b>	Instruction in theory and the planning of musical activities for preschool children. Includes use of songs, records, and simple instruments for group activities.
<b>2661 Management Techniques</b>	<b>4</b>	Introduces the principles of managing a child care agency. Emphasizes the role of the manager in relation to agency personnel. Staff interpersonal relationships and funding sources are also discussed. Resume writing and job-seeking skills are stressed.
<b>2761 Interdisciplinary Team</b>	<b>4</b>	Examines the concept of the interdisciplinary team, the involvement and expertise of the contributing disciplines, legal aspects, functions and mandates, and the work performed. Practice with simulated interdisciplinary teams offers participants practical experience in the design of residents' programs, monthly reviews, resident placement and follow-up.
<b>3410 Buffet Catering</b>	<b>2</b>	Studies cold food preparation and presentation techniques, including charcuterie, specialty canapes, hors d'oeuvres, appetizers, pates, mousses, cold sauces, vegetable carving, food decoration. Also covers food materials utilization, buffet planning, layout, equipment, zoning and services.
<b>3411 Introduction to Culinary Arts</b>	<b>2</b>	Surveys the history and development of the food service and hospitality industry.
<b>3413 Introduction to Foods</b>	<b>2</b>	Surveys the food products used in the food service and hospitality industry.
<b>3415 Introduction to Baking</b>	<b>3</b>	Introduces the science and technology of baking, with emphasis on ingredients and preparation.
<b>3416 Culinary Theory and Skills Development</b>	<b>3</b>	Presents concepts, skills, and techniques of basic cookery.
<b>3417 Pantry and Breakfast Cookery</b>	<b>2</b>	Presents the fundamentals of pantry, garde manger, and breakfast cookery.
<b>3419 Culinary Arts Externship 1</b>	<b>3</b>	Offers nine hours per week of work experience in commercial food establishments.
<b>3421 Nutrition</b>	<b>3</b>	Explores the relationship of food and nutrition to optimal physical fitness. Studies the individual daily needs for protein, vitamins and minerals and the food sources that supply them.
<b>3423 Introduction to Hot Food Preparation</b>	<b>3</b>	Presents concepts and techniques of food preparation, with emphasis on basic menu items.
<b>3425 Table Service</b>	<b>2</b>	Introduces dining room service and supervision, including equipment, personnel, responsibilities, organization, customer relations and table service. Students must actually perform a variety of table serving styles to complete this course.
<b>3426 Purchasing, Storeroom Procedures and Stewarding</b>	<b>2</b>	Demonstrates how to staff a storeroom and how to receive, store and issue merchandise. Emphasis is placed on control and reporting procedures.
<b>3427 Institutional Food Service System</b>	<b>2</b>	Provides training in the operation of a fast food facility. Emphasis is placed on timing, cooking to order, portion control, management and supervision.
<b>3428 Intermediate Hot Food Preparation</b>	<b>2</b>	Studies concepts and techniques of hot food preparation. Develops culinary skills through daily production.
<b>3429 Culinary Arts Externship 2</b>	<b>3</b>	Offers nine hours of work experience per week in commercial food establishments.
<b>3430 Meat Cutting/Kitchen</b>	<b>3</b>	Offers an advanced kitchen program in garde manger techniques including aspic pates, chaud-froid, terrines, gelatines and sauces and manipulation of tools. Also covers buffet table arrangement and organization and the use of meat cutting tools.
<b>3436 Advanced Baking/Classical Pastry</b>	<b>3</b>	Provides further study in the science and technology of baking, with emphasis on cake decorating and classical desserts.
<b>3437 Wines and Spirits</b>	<b>2</b>	Examines beverage control in food service establishments, with attention to purchasing, receiving, storing, and issuing procedures.



**3439 Culinary Arts Externship 3**  
Includes nine hours of work experience per week in commercial food service establishments.

**3440 International Food Planning 2**  
Instructs in the preparation of menus representative of different countries and cultures. Emphasizes Middle Eastern, Spanish, South American, German, Austrian, Swiss, Scandinavian, Belgian and Dutch. Also introduces Chinese, Japanese, and Polynesian recipes. Attention is given to utensils associated with these cuisines, including the wok, Chinese cleaver, smoke cabinet, Swedish pancake skillet, paella pan and tortilla press. Discusses and utilizes ingredients and produces unique to each menu.

**3442 Buffet Catering 3**  
Studies cold food preparation and presentation techniques, including charcuterie, specialty canapes, hors d'oeuvres, appetizers, pates, galantines, chaud-froids, terrines, tallow and ice carving, aspics, mousses, cold sauces, vegetable carving and food decoration. Also covers food materials utilization, buffet planning, layout, equipment, zoning and services.

**3444 Introduction to Food Services 3**  
Explains the techniques and procedures of quality and quantity food production, providing the principles underlying the selection, composition, and preparation of the major food products. Includes an extensive set of basic and more complex recipes.

**3455 Menu Design 4**  
Plans menus to meet the requirements of various types of food service operations for different numbers of people, includes principles and practices of pricing, ordering, conversion of recipes from small to large quantities, types of menus, public food preferences, and principles of nutrition.

**3459 Classical Cuisine & Banquet Organization 3**  
Presents advanced and sophisticated classical culinary methods, following the principles and techniques of Escoffier. Studies cooking techniques, timing, presentation, history, and terms relevant to classical foods and menus, with emphasis on French Cuisine. Offers practical experience in table service operation, emphasizing kitchen coordination and timing. Covers legal considerations, sales planning, menu layout, floor plans, ceremonial functions (wedding, etc.), and off- and on-premise catering. Attention is given also to kosher catering. Students will plan, prepare, and serve a graduation dinner.

**3461 A la Carte Food Preparation and Advanced Table Service 3**  
Includes study and preparation of a la carte menu item. Students follow the traditional European brigade system.

**3462 Advanced Food Preparation and Banquet Service 3**  
Offers advanced study of pastries and special desserts. Emphasis is placed on puff pastries, chocolates and icings.

**3467 Classical Pastries 3**  
Offers advanced studies in classical pastry preparation including pastillage, marinzan, and other sophisticated items.

**3470 Fish and Seafood Preparation 3**  
Explains and demonstrates methods of butchering and the preparation of cold fish, shell fish and mollusks. Provides opportunities for practice.

**3471 Garde Manger 3**  
Studies special garde manger techniques, including ice and tallow sculpturing, with emphasis on manipulation of tools. Students will also create buffet showpieces such as watermelon baskets and table arrangements of fresh fruits and vegetables. Includes introduction to the art of pulled sugar.

**3712 Medical Office Procedures – Clinical 1 4**  
Enables the student to prepare patients for routine examinations in a physician's office. Demonstrates how to assist with physical examinations, take and record vital signs, maintain and prepare sterile equipment, and order supplies. Also covers principles of nutrition.

**3713 Medical Office Bookkeeping 4**  
Introduces double entry principles of bookkeeping with emphasis on the needs of the medical office.

**3719 Medical Typewriting 3**  
Focuses on typewriting skills for the medical field, with emphasis on medical forms, articles, case histories, and correspondence. Includes study of medical terminology. Prerequisite Typing I.

**3721 Medical Office Procedures – Administrative 4**  
Covers secretarial, receptionist, housekeeping, and managerial duties and responsibilities pertaining to medical offices and health care agencies. Includes records management; processing of mail; scheduling and telephoning; inventory procedures; and financial administration.

**3722 Medical Typewriting 1 3**  
Develops skills in production typing of letters, forms, manuscripts, and tabulations. Emphasis is placed on building speed in typing medical letters and case histories, utilizing medical terms.

**3723 Medical Typewriting 2 2**  
Emphasizes the development of speed and accuracy.

**3724 Medical Linguistics 1 2**

**3729 Medical Assistant Clinical Externship 4**  
Provides opportunities to perform clinical procedures under supervision in selected physicians' offices, clinics, and hospitals. Includes weekly seminars to discuss students' learning experiences and situations.

**3730 Medical Assistant Laboratory Techniques 4**  
Instructs students in the performance of lab procedures, including the preparation of patients and the collection and preparation of specimens. Familiarizes the student with test purposes, results, and norms.

**3732 Medical Office Communications 4**  
Develops communications skills required in the medical office. Emphasis is placed on human relations.

**3742 Medical Office Procedures – Clinical 2 6**  
Provides further instruction in the preparation of patients for routine examinations in a physician's office. Includes assistance with physical examinations, taking and recording vital signs, maintenance and preparation of sterile equipment, and ordering supplies. Attention given also to principles of nutrition.

**3743 Machine Transcription – Medical 1 3**  
Presents fundamentals of medical dictation and machine transcription. Includes typing of medical reports, study of medical terms, and practice in medical correspondence.

**3744 Machine Transcription – Medical 2 3**  
Presents fundamentals of medical dictation and machine transcription. Includes typing of medical reports, study of medical terms, and practice in medical correspondence.

<b>3752 Medical Office Procedures – Clinical 3</b>	<b>6</b>	<b>4032 Helping Relationship Techniques</b>	<b>4</b>
Emphasizes advanced principles and techniques pertaining to patient contact. Includes diagnostic procedures, mathematics for office practice and pharmacology, care of stock medications, drug samples, and instruments. Instructs also in therapeutic diets.		Provides opportunities to increase effectiveness in helping people. It describes the helping process in terms of skills, helping stages, and issues involved in a helping relationship and in introduction to major theories of helping.	
<b>3761 Community Health</b>	<b>2</b>	<b>4034 Interviewing and Counseling</b>	<b>4</b>
Studies health service in the community. Discussing the institutional components of health care systems, preventive services, and financing of health care and manpower. Explores the issues of quality environment, including pollution control, and public policy with regard to research planning and health problems.		Develops skills in interviewing and provides a base for student to build a style of his/her own.	
<b>3763 Medical Office Management</b>	<b>3</b>	<b>4040 Basic Health Sciences</b>	<b>4</b>
Trains the student in the organization and management of a physician's office. Offers study of government health insurance coverage.			
<b>3766 First Aid and Emergency Care</b>	<b>3</b>	<b>4041 Directed Practice 1</b>	<b>4</b>
Trains the student to recognize emergency situations, to take an appropriate course of action, and to apply first aid.		Offers supervised participation in appropriate agencies.	
<b>3769 Medical Assistant Administrative Externship</b>	<b>4</b>	<b>4042 Introduction to Activity Therapy</b>	<b>4</b>
Offers supervised work experience in the performance of various administrative procedures.		Focuses on the planning and development of activities for a variety of ages and populations.	
<b>3771 Medical Insurance</b>	<b>3</b>	<b>4050 Group Process &amp; Skills</b>	<b>4</b>
Presents an overview of medical insurance programs. Develops skills in handling medical insurance forms and reports.		A study of group dynamics, issues, and behavior. Includes information on group functioning and leadership, guidelines on working effectively with a co-leader, and practical ways of evaluating the group process.	
<b>4005 Motivation and Learning</b>	<b>4</b>	<b>4051 Directed Practice 2</b>	<b>4</b>
Introduces the participant to the field of behavior management in various settings. Explores motivational techniques appropriate for each age group using a systematic approach.		Offers the student an opportunity to apply acquired values, concepts, and skills in actual work experiences at an agency.	
<b>4006 Families</b>	<b>3</b>	<b>4052 Psychology of Aging and Death</b>	<b>4</b>
The impact of change on the role and function of the modern family, the nature of the socialization process, and social-economics, cultural and ethnic factors.		Studies the psychological and sociological aspects of aging.	
<b>4010 Human Services 1</b>	<b>4</b>	<b>4055 Nursing Home Administration</b>	<b>4</b>
Explores the history, philosophy and development of human services. It looks at the roles and functions performed by human service generalists as well as examining the attitudes and objectives they strive to attain.			
<b>4020 Human Services 2</b>	<b>4</b>	<b>4060 Program Planning &amp; Evaluation</b>	<b>4</b>
Focuses on intervention techniques in the human service field, primarily in the context of working for changes within systems. It includes information on program planning, understanding systems, and potential legal issues.		Describes the components of administration of human service agencies. Addresses the practitioner's skills needed to be a case manager.	
<b>4022 Substance Abuse in Our Society</b>	<b>4</b>	<b>4061 Directed Practice 3</b>	<b>4</b>
Provides basic information about alcohol and drugs as well as the various laws which pertain to them. It also explores current attitudes and practices which pertain to alcohol and drug use, misuse and dependence.		Continuation of Directed Practice 2 (4051)	
<b>4023 Problems of Alcohol and Drug Addiction</b>	<b>4</b>	<b>4062 Introduction to Community Organizations</b>	<b>4</b>
Explores the effects of alcohol and other drugs on the individual & families. It will focus on the pharmacological, psychological, & emotional effects of alcohol & other drugs as well as the substance abusing behavior of various population subgroups.		This course identifies the multifold programs and activities of social welfare and community services.	
<b>4024 Treatment Models</b>	<b>4</b>	<b>4063 Coordination of Volunteers</b>	<b>4</b>
Describes the various treatment models used by chemically dependent clients.		Develops skills for productive volunteer management.	
<b>4026 Counseling with Substance Abuse</b>	<b>4</b>	<b>4065 Human Services Topical Seminar</b>	<b>3</b>
Explores practice strategies for the worker who counsels chemically dependent clients.		Explores current topics in the Human Services field.	
		<b>4066 Extended Care Facility Activity Directors Course</b>	<b>4</b>
		Explores the philosophy and investigates the development of activity programs for residents living in nursing homes. It focuses on offering activities which will meet an individual's physical, social and emotional needs. It is a state approved course.	
		<b>4067 Social Services in Long Term Care</b>	<b>4</b>
		Introductory course designed for individuals who want to provide social services in long-term care facilities. Provides practical and useful information for working with the elderly population.	
		<b>4070 Introduction to In-Home Child Care</b>	<b>2</b>
		<b>4071 Safety In-Home</b>	<b>2</b>
		A course for students training to be Nannies and provide in-home care for children. The focus will be on keeping children safe and healthy and will include safety proofing the home, cleanliness, first aid, and caring for the sick child.	

<b>4072 Professional In-Home Child Care</b>	<b>2</b>
How to present oneself to an employer, how to negotiate a contract, time management, and professional growth.	
<b>4201 Surgical Concepts</b>	<b>2</b>
Presents selected basic nursing procedures and performance skills. Relates aseptic concepts and techniques to the special needs of the operating room. Covers preoperative and postoperative care of the patient.	
<b>4211 Surgical Techniques 1</b>	<b>10</b>
Applies the principles of sterile technique to the preoperative, operative, and postoperative care of the patient. Includes orientation to an ideal situation, patient positioning and transportation, concepts and anesthesiology, techniques of handling and drapes, care of contaminated cases, attention to explosion hazards, prevention of infections, processing and preparation of nondisposable items, sterilization, instrument identification, suture and needle use, care of surgical specimens, record-keeping, surgical preps, and hand-scrubbing, gowning, and gloving procedures.	
<b>4221 Surgical Procedures 1</b>	<b>5</b>
Studies the basic surgical procedures relating to all physiological aspects of surgical interaction, including review of total patient care, diagnostic tests, and immediate postoperative care. Provides concepts of the anatomy involved, existing pathology, and surgical hazards encountered.	
<b>4222 Clinical Applications 1</b>	<b>8</b>
Applies principles and concepts learned in the classroom to clinical situations.	
<b>4230 Surgical Procedures 2</b>	<b>5</b>
Studies advanced and specialized surgical procedures relating to all physiological aspects of surgical interaction. Focuses on a concept of the involved anatomy, existing pathology, surgical hazards encountered, surgical procedures, and review of total patient care.	
<b>4231 Clinical Applications 2</b>	<b>10</b>
Provides further opportunity to apply principles and concepts learned in the classroom to clinical situations.	
<b>4240 Clinical Applications 3</b>	<b>10</b>
Provides further opportunity to apply principles and concepts learned in the classroom to clinical situations.	
<b>4242 Surgical Procedures 3</b>	<b>4</b>
Studies advanced and specialized surgical procedures relating to all physiological aspects of surgical interaction. Focuses on a concept of the involved anatomy, existing pathology, surgical hazards encountered, surgical procedures, and review of total patient care.	
<b>4401 Foundation of Nursing</b>	<b>3</b>
Presents the art and science of practical nursing, the goals and the role of the Licensed Practical Nurse on the health care team. Introduced is the concept of the nursing process as practiced within the wellness/illness continuum. Aspects of basic nursing care are included.	
<b>4402 Collecting, Reporting, and Recording Patient Data</b>	<b>3</b>
Introduces the collection, reporting, and recording of pertinent information, in correct medical terminology, for use in the planning of preventative, rehabilitative, and therapeutic care. Focus on holistic man's vital sign responses to the internal and external environment; on the practical nurse's state on the health continuum, on the nursing process, and on the role and responsibility of the Licensed Practical Nurse for data gathering and accountability for its dissemination.	
<b>4403 Therapeutic Measures</b>	<b>3</b>
Focuses on the art and science required for the Practical Nurse to carry out preventative, therapeutic, and rehabilitative nursing interventions requiring advanced skill and knowledge. The nursing process as it relates to the role of the practical nurse is integrated throughout the course.	
<b>4406 Holistic Approach to Health</b>	<b>3</b>
Orients the student to the holistic approach to the art and science of practical nursing. Included will be holistic aspects of care, the wellness/illness continuum, and therapeutic relationships.	
<b>4407 Nutrition</b>	<b>2</b>
Introduces the basic principles of nutrition and diet, in wellness and illness for various age groups. Emphasis is placed upon the role of the practical nurse in assisting the patient to meet nutritional needs.	
<b>4412 Endocrine Nursing</b>	<b>2</b>
Identifies the role of the practical nurse in providing holistic care for patients with endocrine conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventative, rehabilitative, and therapeutic care.	
<b>4415 Cardiovascular Nursing</b>	<b>2</b>
Identifies the role of the practical nurse in providing holistic care for patients with cardiovascular conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventative, rehabilitative, and therapeutic care.	
<b>4416 Gastrointestinal Nursing</b>	<b>2</b>
Identifies the role of the practical nurse in providing holistic care for patients with gastrointestinal conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventative, rehabilitative, and therapeutic care.	
<b>4419 Respiratory Nursing</b>	<b>2</b>
Identifies the role of the practical nurse in providing holistic care for patients with respiratory conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventative, rehabilitative, and therapeutic care.	
<b>4423 Medical-Surgical Clinical Nursing 1</b>	<b>6</b>
Correlates medical/surgical content and nursing practice. The nursing process is used as the basis of decision making within the practical nurse role. Emphasis is placed on the holistic aspect of man along the wellness/illness continuum.	
<b>4425 Musculoskeletal and Neurological Nursing</b>	<b>2</b>
Identifies the role of the practical nurse in providing holistic care for patients with musculoskeletal and neurological conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventative, rehabilitative, and therapeutic care.	
<b>4426 Genitourinary Nursing</b>	<b>2</b>
Identifies the role of the practical nurse in providing holistic care for patients with genitourinary conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventative, rehabilitative, and therapeutic care.	
<b>4432 Medical-Surgical Clinical Nursing 2</b>	<b>7</b>
Correlates to medical/surgical content with advanced nursing practice. The nursing process is implemented within the role of the practical nurse.	



<b>4435 Vocational Issues and Trends</b>	<b>2</b>	Introduces organizational patterns and the role of the Licensed Practical Nurse in the health care delivery system. Emphasis is placed on continuing education as a means for maintaining competencies. Ethical, legal, and historical aspects are included to develop an awareness of the practical nurse.
<b>4437 Dermatologic and E.E.N.T. Nursing</b>	<b>1</b>	Identifies the role of the practical nurse in providing holistic care for patients with dermatologic and E.E.N.T. conditions. It describes common conditions on the health continuum and selected nursing interventions, by way of the nursing process, in providing preventive, rehabilitative, and therapeutic care.
<b>4438 Gerontology</b>	<b>3</b>	Focuses on the normal aging process along the wellness/illness continuum experienced in the later stage of life. Trends in preventative, rehabilitative, and therapeutic care.
<b>4439 Geriatric Clinical Nursing</b>	<b>3</b>	Correlates gerontologic content with holistic care of the older adult. Implements the nursing process with the role of the practical nurse to maintain, promote, and restore health or to prevent illness.
<b>4455 Maternal/Child Health Nursing</b>	<b>5</b>	Focuses on conditions and selected nursing interventions based on the nursing process, in providing preventative, rehabilitative, and therapeutic care for the mother and child. The role of the Licensed Practical Nurse is identified in providing holistic care within a dynamic environment.
<b>4463 Maternal/Child Clinical Nursing</b>	<b>4</b>	Correlates maternal/child health content with the holistic nursing care of the mother and child. Emphasis is placed on the normal maternity cycle and the normal growth and development of the child within the wellness/illness continuum.
<b>4609 Nursing Procedures for X-ray Technicians</b>	<b>2</b>	Studies basic nursing care as provided by the radiologic technologist. Covers patient-technician relationship, principles such as asepsis, isolation, and first aid.
<b>4613 Radiation Physics 1</b>	<b>3</b>	Introduces physics as utilized in the production of X-rays. Includes physical laws pertaining to atomic structure, chemical properties and reactions, and electrical circuitry.
<b>4620 Orientation to X-ray Technology</b>	<b>4</b>	Discusses the historical development of X-ray technology and the role and function of the radiologic technologist. Studies principles of the X-ray tube, properties of radiation, film-processing equipment, intensifying screens, terminology, and introductory techniques of positioning the chest. Emphasizes procedures and practices of radiation protection.
<b>4623 X-Ray Clinical Education 1</b>	<b>4</b>	Implements Clinical Category 1 of the Competency Model. Includes laboratory demonstration and clinical practice. Co-requisite 4624.
<b>4624 Radiographic Positioning 1</b>	<b>3</b>	Correlates positioning terminology and techniques and film evaluation with Clinical Category 1. Demonstrates upper extremity, intra-venous pyelogram, and gallbladder examination.
<b>4625 Radiographic Exposures 1</b>	<b>3</b>	Presents film construction, sensitometry, and processing techniques. Emphasizes the definition and effect of prime radiography factors related to the formulation of exposures.
<b>4633 Radiographic Positioning 2</b>	<b>3</b>	Correlates positioning terminology and techniques and film evaluation to Clinical Category 2. Includes study of low extremity, and gastrointestinal system.
<b>4634 Radiographic Exposures 2</b>	<b>3</b>	Demonstrates, by means of problem-solving exercises, conversion factors affecting the elements of radiographic quality, heat unit determination, and technique chart construction.
<b>4638 X-ray Clinical Education 2</b>	<b>4</b>	Tests the student's competency skills in Category 1, and introduces Category 2 of the Competency Model laboratory testing. Includes supervised clinical experience. Co-requisite 4633.
<b>4642 Imaging Techniques</b>	<b>3</b>	Presents theories, principles, and demonstrations of current image modalities, including the image intensifier, tomography, ultra sound, and CT Scan, Magnetic Resonance Imaging.
<b>4643 Radiographic Positioning 3</b>	<b>3</b>	Correlates positioning terminology, techniques, and film evaluation to Clinical Category 3. Includes the vertebral column, bony thorax, and mammography.
<b>4648 X-ray Clinical Education 3</b>	<b>9</b>	Introduces Category 3 of the Competency Model laboratory testing, while competency skills over Category 2 are tested. Implements a skill maintenance program and continues clinical application. Co-requisite 4643.
<b>4650 Radiographic Positioning 4</b>	<b>3</b>	Correlates positioning, terminology, anatomy and techniques and film evaluation for skull procedures. Specialty procedures are also presented including myelography, pelvimetry, foreign body location.
<b>4655 X-ray Clinical Education 4</b>	<b>6</b>	Introduces Category 4 of the Competency Model in laboratory testing, while competency skills over Category 3 are tested. Continues maintenance of skills over previous categories during clinical applications. Co-requisite 4650.
<b>4668 X-ray Clinical Education 5</b>	<b>6</b>	Completes Category 4 of the Competency Model in laboratory testing. Continues skill development in all previous categories and clinical applications.
<b>4672 Radiobiology</b>	<b>3</b>	Presents theory and principles of the effects of ionization radiation upon living tissues. Includes a review of dosage measurements, DNA structure and function, and cellular radiosensitivity, protection for patient and personnel.
<b>4678 X-ray Clinical Education 6</b>	<b>6</b>	Completes all category testing. Continues skill development in all categories.
<b>4685 General Examination Review</b>	<b>4</b>	Reviews contents of program, emphasizing anatomy, physics, exposure principles and positioning. Simulated American Registry tests prepare the student for the certification examination.
<b>4688 X-ray Clinical Education 7</b>	<b>6</b>	Includes final competency testing for students who have not completed X-ray Education 6 (4678). Continues skill maintenance over all categories.



- 4699 Radiographic Quality Assurance 3**  
Presents theories and practices pertaining to the establishment of department exposure standards. Includes equipment tests for reliability, problem solving, reject analysis, and cost containment. Offers practical experience in processor monitoring, record-keeping, and radiographic quality control tests.
- 4812 Respiratory Therapy Science 1 6**  
Presents a brief history of respiratory care; the principles and practices of oxygen administration; an introduction to manual resuscitators; equipment cleaning and sterilization techniques; humidity and basic aerosol therapy; and gas analyzers. Emphasis is placed on safety.
- 4813 Nursing Techniques 2**  
Includes patient needs, asepsis, clean and sterile techniques, body mechanics, cardiopulmonary resuscitation, physical assessment, vital signs, isolation techniques, medical terminology and medical records.
- 4814 Advanced Respiratory Care 4**  
Presents in-depth approaches to the respiratory care management of critically ill neonatal, pediatric, and adult patients. Special emphasis is placed on techniques of patient evaluation, monitoring, transportation, and management.
- 4815 Cardiopulmonary Pathophysiology 3**  
Studies in-depth etiology, symptomatology, diagnosis, therapeutics, and prognosis of disease conditions as they relate to respiratory care. Special emphasis is placed on physiologic interrelationships of body systems, for example, the cardiopulmonary, the renal, and the central nervous systems.
- 4816 Cardiopulmonary Monitoring 3**  
Presents an in-depth study of the equipment, techniques of data collection, and the interpretation and evaluation of the data used in invasive and non-invasive monitoring of the cardiopulmonary system.
- 4820 Cardiopulmonary Physiology 4**  
Studies the cardiopulmonary system. Includes ventilation, perfusion, gas exchange, introduces blood gases, acid base regulation, and physiologic monitoring.
- 4821 Respiratory Therapy Science 2 6**  
Studies positive pressure breathing modalities, environmental therapy, airway management, incentive spirometry, chest physiotherapy, pulmonary rehabilitation, aerosol therapy, and respiratory pharmacology; introduces mechanical ventilation.
- 4823 Clinical Practicum 1 5**  
Provides supervised experience in oxygen, humidity and aerosol therapy, and various respiratory care tasks in clinical areas. Continuing certification in CPR is required.
- 4831 Clinical Medicine 4**  
Introduces etiology, symptomatology, diagnosis, therapeutics, and prognosis of selected pulmonary diseases.
- 4833 Clinical Practicum 2 8**  
Provides supervised experience in selected therapeutic modalities, establishment and maintenance of artificial airways, and cardiopulmonary diagnostic procedures. Specialty rotations in the areas of neonatal intensive care, pediatrics, cardiopulmonary rehabilitation and home care may be included. Continuing certification in CPR is required.
- 4835 Respiratory Therapy Science 3 6**  
Introduces concepts and techniques of critical respiratory care of adults and infants. Studies adult, pediatric, and neonatal mechanical ventilators.
- 4841 Clinical Practicum 3 5**  
Provides additional supervised experience in the therapeutic modalities practiced in Clinical Practicum 1 and 2. Specialty rotations may include, but are not limited to, the areas of inservice education, cardiopulmonary rehabilitation, neonatal, pediatric, and/or adult critical care, and home care/extended care. Continuing certification in CPR is required.
- 4844 Cardiopulmonary Laboratory Diagnosis 4**  
Introduces the function of the cardiopulmonary laboratory and provides an understanding of basic cardiopulmonary function tests and techniques. Includes basic blood gas analysis and interpretation, and the study of medical laboratory data.
- 4850 Therapist Practicum 1 7**  
Provides supervised advanced clinical experience in neonatal, pediatric and adult critical care and experience in advanced cardiopulmonary diagnostics, for example, electrocardiography, echocardiography, pulmonary function testing, arterial blood gas analysis, and specialty rotations. Continuing certification in CPR is required.
- 4851 Therapist Practicum 2 (Part 1) 7**  
Provides supervised clinical experience in respiratory care management of critically ill neonatal, pediatric and adult patients. Clinical experience focuses on integration of the physiologic interrenal, and the central nervous systems. Specialty rotations may be included. Continuing certification in CPR is required.
- 5313 Fire Technology 3**  
Examines fire problems and other aspects of the fire technology field. Attention is given to characteristics and behavior of fire and to the hazardous properties of materials.
- 5314 Fire Apparatus 1 3**  
Studies the use of all types of fire-fighting apparatus, including aerial ladders, pumps, elevating platforms, hoses, and aircraft fire equipment. Special attention is given to maintenance of equipment and to emergency driving hazards on dry and wet roads.
- 5322 Electricity 3**  
Introduces basic concepts of electricity for electrical workers. Studies include series and parallel circuits, series-parallel combinations, Ohm's Law, and definitions of electromotive force, current, and resistance.
- 5323 Fire Apparatus 2 3**  
Includes construction, operation, and maintenance of aerial ladders and platforms and other specialized equipment.
- 5324 Fire Department Hydraulics 1 3**  
Treats problems related to public water supply and distribution systems, including water mains, hydrants, valves, and fittings. Also demonstrates the use of pumps to ensure adequate supply and pressure.
- 5325 Fire Department Hydraulics 2 2**  
Offers further study of problems pertaining to public water supply and distribution.
- 5332 Fire-Fighting Strategy and Tactics 1 3**  
Prepares the student to make responsible decisions concerning fire ground tactics at the battalion or company level. Examines situations frequently encountered by the fire fighter.
- 5333 Fire Alarm and Protection Equipment 3**  
Presents fundamentals of municipal and local alarm systems. Examines heat, smoke, and flame detectors; telephone and tele-equipment; sprinkler systems; and protective alarm and detection systems.

<b>5334 Fire-Fighting Strategy and Tactics 2</b>	<b>3</b>	Provides further training in fire ground tactics at both battalion and company levels. Emphasis is placed on the tactical simulator.
<b>5342 Hazardous Materials 1</b>	<b>3</b>	Reviews basic chemistry and introduces storage of hazardous materials, handling laws and standards, and fire fighting practices pertaining to hazardous materials.
<b>5343 Rescue Practices and Procedures</b>	<b>3</b>	Various rescue practices and procedures are addressed. Ropes and knots as employed in rescue are included. Protective breathing apparatus and search and rescue are part of the course's focus. Ladder practices and procedures are part of the content. Safety as a component of the fire-fighter's rescue performance is stressed. Various hazards where rescue would be necessary are presented. Prerequisite 5334.
<b>5350 Applied Chemistry</b>	<b>2</b>	Studies the fundamentals of chemistry, including solutions, acids and bases, chemical kinetics, and equilibrium. Introduced are organic, bio-, and industrial chemistry. Applications to Applied Fire Science program are stressed. Prerequisite 8307.
<b>5351 Industrial Safety and Fire Control</b>	<b>3</b>	Studied are the principles of combustion; classes of fires; characteristics of combustibles, explosions, and backdrafts; techniques of fire control; methods of heat transfer; flashpoint burning point; ignition temperature; vapor density; use of tools and equipment; safety procedures; and protective clothing and breathing apparatus. Prerequisite 8307.
<b>5352 Hazardous Materials 2</b>	<b>3</b>	Continues study of Hazardous Materials 1. Prerequisite 5342.
<b>5353 Fire Investigations</b>	<b>4</b>	Study is focused on the responsibility of the firefighter, investigator, and department in fire investigations, fire cause and loss, collection and preservation of evidence, and determination of fire origin. Emphasis is on the application and assistance of various scientific acids to the investigation. Prerequisite 5313.
<b>5360 Fire Service Inspection</b>	<b>4</b>	Studies the organization and function of fire prevention and inspection; including hazards and the enforcement of codes and laws. Prerequisite 5313 and Corequisite 5363.
<b>5362 Fire Department Specifications</b>	<b>4</b>	This course consists of specifications of equipment and apparatus, buildings, and other necessary sources/materials/etc., that a department must have. Regulations will be included. Prerequisite 5323.
<b>5363 Fire Prevention</b>	<b>4</b>	Covered are effects of public relations on fire prevention. The organization and function of the fire prevention organization, including inspections, surveying and mapping procedures is considered. Life codes and other relevant codes and ordinances are presented for study. Prerequisite 5313 and Corequisite 5360.
<b>5364 Legal Problems in Fire Science</b>	<b>4</b>	Studies law governing organization and operation of fire departments, liability, mutual aid, arson, fire prevention, building construction, employee relations-labor relations, and insurance. Prerequisite 5353.
<b>5422 Residential Construction Materials</b>	<b>3</b>	Acquaints the student with the architectural and structural construction materials used in residential and small commercial buildings. These materials, their sizes, applications and alternatives are studied.
<b>5430 Light Construction Presentation</b>	<b>3</b>	(This is the first part of a three-part project.) An introductory course in the design of a residential structure with emphasis on size and space relationships. Individual rooms, traffic patterns, zones and exterior styling are considered. A working floor plan, foundation plan and wall section will be developed.
<b>5431 Light Construction Layout</b>	<b>3</b>	(This is the second part of the residential project.) A continuation with the design of a residential structure with emphasis on exterior materials, roofs and elevations. The building site will be evaluated and plot plan constructed. Door, window, and room finish schedules will be developed with appropriate details.
<b>5432 Mechanical and Electrical Equipment</b>	<b>3</b>	Focuses the student's attention on the mechanical and electrical layout drawings required for this residential project. An electrical plan; plumbing plan; plumbing requirements and heating and cooling system are discussed. Prerequisite 5433.
<b>5433 Light Construction Detailing</b>	<b>3</b>	(This is the last part of the residential project.) A continuation with the design of a residential structure with emphasis on detailing. Bathroom and kitchen elevations are drawn locating fixtures and wall finish materials. Detailed sections through the stairways and fireplace are made identifying the structural components.
<b>5440 Medium Construction Presentation Drafting</b>	<b>3</b>	(This is the first part of a commercial building project.) An introductory course covering the space and use requirements for a commercial concrete structure. Emphasis is placed on masonry units, poured concrete and precast members. Prerequisite 5433.
<b>5441 Medium Construction Layout Drafting</b>	<b>3</b>	(This is the second part of the commercial project.) A course continuing the design of a concrete and masonry structure with emphasis on the wall sections and building elevations. Prerequisite 5433.
<b>5442 Medium Construction Detail Drafting</b>	<b>3</b>	(This is the third part of the commercial project.) Introduces the student to the development of floor and roof plans, features, and scheduling.
<b>5450 Heavy Construction Presentation</b>	<b>3</b>	(This is the fourth part of the commercial project.) An introductory course which allows the student to construct a two-point perspective (rendered) to be used as a title sheet and also a site (plot) plan of the property. Prerequisite 5442.
<b>5451 Heavy Construction Layout</b>	<b>3</b>	(This is the fifth part of the commercial project.) The project includes floor and roof framing plans, elevations and a plot plan. Prerequisite 5442.
<b>5452 Estimating</b>	<b>3</b>	Presents concepts and principles of quantity takeoff of building materials as required by construction contractors.
<b>5453 Heavy Construction Detail Drafting</b>	<b>3</b>	(This is the sixth part of the commercial project.) The student will study and develop electrical, plumbing, and mechanical (HVAC) plans.
<b>5454 Interactive Computer Aided Design (CAD)</b>	<b>3</b>	Lab course designed to increase a student's speed using the computer and to further develop the student's prior basic computer skill. This course will challenge the student to apply computer graphics to advanced drafting problems. Prerequisite 5456.

<b>5455 Architectural Computer Aided Design</b>	<b>3</b>	Advanced computer graphics course deals exclusively with architectural type drawing. An extensive use of figure parts will be created and called upon for insertion and manipulation. Layering schemes are devised for easy graphic insertion. Prerequisite 5457.
<b>5456 Computer Aided Design Fundamentals</b>	<b>3</b>	This introductory course assumes you are a proficient draftsman, but have no prior computer graphics experience. This course will familiarize you with the command syntax, two dimensional graphics generation, text and basic dimensioning. Prerequisite 7581.
<b>5457 3-Dimensional Computer Aided Design</b>	<b>3</b>	Advanced course in computer graphics which involves parts structuring, multiview generation, three-dimensional commands, working surfaces, library parts and execute files. Prerequisite 5454.
<b>5459 Computer Aided-PC Board Design</b>	<b>3</b>	Instructs in electrical schematics, schematic symbols, and printed boards. Offers laboratory experience in using the circuit board.
<b>5471 Surveying Theory</b>	<b>3</b>	Presents theory and techniques of surveying, including the use and care of the level, transit, and other surveying equipment.
<b>5478 Specifications and Codes</b>	<b>3</b>	Covers contract documentations and specifications as they relate to building plans, local codes, and acceptable techniques. Prerequisite 5422.
<b>5492 Computer Operations</b>	<b>3</b>	An advanced course in computer graphics which will simulate a production atmosphere for the industrial trades. The design and creation of detailed parts, assembly drawings and part lists will be completed. Prerequisite 5457.
<b>5497 Computer-Aided Architectural Detail</b>	<b>3</b>	Continuation of detailing begun in 5455, with emphasis on structural detailing.
<b>5601 Basic Body Repair 1</b>	<b>2</b>	This course deals with the characteristics of body metals and the installation of molding, ornaments, and fasteners.
<b>5602 Basic Body Repair 2</b>	<b>2</b>	The care and use of hand and power tools and equipment, with emphasis on tool and shop safety is presented. Also included is the analysis of damaged sheet metal.
<b>5603 Basic Body Repair 3</b>	<b>2</b>	Studied are the advanced techniques of body repair, with emphasis on grinding, picking, filing and plastic applications in the repair of minor damage. Prerequisite 5602.
<b>5604 Basic Body Repair 4</b>	<b>2</b>	Skills used in preparing automobile for painting; cleaning, masking and sanding are introduced. Prerequisite 5602.
<b>5609 Basic Body Repair 1 Practicum</b>	<b>1</b>	Supplements Basic Body Repair 1. Co-requisite 5601.
<b>5611 Collision Damage Repair 1</b>	<b>2</b>	This study prepares students to analyze extensive body damage and to determine the tools and procedures needed to replace panels. Prerequisite 5602.
<b>5612 Collision Damage Repair 2</b>	<b>2</b>	This course continues the study of panel replacement fundamentals, with emphasis on skill development. Prerequisite 5611.
<b>5613 Collision Damage Repair 1 Practicum</b>	<b>1</b>	Supplements Collision Damage Repair 1. Co-requisite 5611.
<b>5614 Collision Damage Repair 2 Practicum</b>	<b>1</b>	Supplements Collision Damage Repair 2. Co-requisite 5612.
<b>5615 Basic Body Repair 2</b>	<b>1</b>	Supplements Basic Body Repair 2. Co-requisite 5602.
<b>5616 Automotive Chassis and Accessory Circuits</b>	<b>3</b>	Introduced are the fundamentals of electrical theory, automotive components and circuits and troubleshooting techniques. Emphasis is placed on battery construction, function, and operation.
<b>5617 Suspension and Alignment for Auto Body</b>	<b>3</b>	This is a study of the suspension and steering parts of an automobile and the theory of wheel alignment and wheel balance. Covered are the five wheel alignment angles and wheel balance.
<b>5620 Frame and Chassis 1</b>	<b>2</b>	This course demonstrates the use of tools and frame machines for frame and chassis repairs. Included is the study of terms pertaining to front suspension and rear axle. Prerequisite 5602.
<b>5621 Frame and Chassis 2</b>	<b>2</b>	This course continues the study of Frame and Chassis 1 (5620), with emphasis on conditions found in frame damage. Included is the use of frame gauges, trim gauges, and other measuring devices. Prerequisite 5620.
<b>5622 Frame and Chassis 3</b>	<b>2</b>	This study develops skill with equipment used to attach car to frame machine. Emphasis is on correction of minor frame misalignments. Prerequisite 5621.
<b>5623 Frame and Chassis 4</b>	<b>2</b>	Emphasized is the repair of major frame damage. Included are inspections, analyses and procedures for restoring body structure alignment, and unibody automobiles. Prerequisite 5622.
<b>5624 Auto Body Welding 1</b>	<b>2</b>	The applications of welding techniques in the replacement and repair of panels, with emphasis on techniques peculiar to automotive body repair.
<b>5625 Auto Paint Shop Practice</b>	<b>2</b>	Auto painting with emphasis on the handling of material and equipment is introduced.
<b>5626 Auto Body Sheet Metal Alignment</b>	<b>2</b>	This course demonstrates the alignment of sheet metal, doors, trunks, and glass, bodysealing maintenance, and elimination of rattles. Provided is practical experience in the alignment of all body panels and glass, with attention to appearance, operation, and finishing (sealing) of parts.



<b>5630 Collision Damage Appraising</b>	<b>2</b>	The use of estimation guides, procedures for itemizing damage, meaning of abbreviations, numbers of parts, and the use of time and money conversion tables is studied. Emphasized are damage inspection, recording on estimate sheets, and calculation of costs. Prerequisite 5602.
<b>5632 Auto Paint Shop Practice 2</b>	<b>2</b>	This course covers theory and procedures pertaining to spot repair and total car refinishing.
<b>5636 Auto Paint Refinishing</b>	<b>2</b>	This is a continuation of auto painting, including the total refinishing of an auto. The course emphasizes treatment of the auto as a complete unit.
<b>5638 Glass Installation</b>	<b>2</b>	This course focuses on different types of automobile glass and their uses. How to remove and install front and rear glass, install and adjust side glass, bond the rearview mirror support, and use rubber channel and synthetic rubber adhesive is included.
<b>5639 Fiberglass/Plastic Repair</b>	<b>2</b>	Types of fiberglass and plastic materials used in auto body repair are introduced. Both interior and exterior applications are covered.
<b>5642 Welding Practices/Auto Body 1</b>	<b>3</b>	This is an introduction to basic welding processes with emphasis on safety and procedures as they pertain to the auto body repair field.
<b>5643 Welding Practices/Auto Body 2</b>	<b>2</b>	This is a continuation of Welding Practices/Auto Body 1 with emphasis on the manipulative skills required in arc and mig welding. Prerequisite 5642.
<b>5812 Automotive Practices/Auto Body 2</b>	<b>3</b>	Various frame designs used in automobile construction and suspension components are studied. The repair and service of ball joints, idler arms, tie rod ends, and other suspension components are covered. Corequisite 5814.
<b>5813 Automotive Braking System</b>	<b>3</b>	This is a study of the theory, service, and repair of automotive braking systems, and their components. Emphasis is on hydraulic theory and the repair of service booster units, master cylinder, wheel cylinder, caliper rebuilds, and drum and rotor service. Corequisite 5817.
<b>5814 Automotive Front End Alignment</b>	<b>3</b>	Fundamentals of wheel alignment and wheel balance, including each of the five wheel alignment angles, steering wheel positioning, vehicle tracking, and wheel balancing are studied. Emphasis is placed on four-wheel alignment techniques that are required to align current model vehicles. Corequisite 5812.
<b>5817 Automotive Braking System-Practicum</b>	<b>1</b>	Supplements Automotive Braking Systems. Corequisite 5813.
<b>5821 Engine Theory, Design, and Construction</b>	<b>3</b>	This course covers internal combustion engines, including theory of operation, design characteristics, construction, and diagnosis of problems. Corequisite 5822.
<b>5822 Engine Tools and Equipment</b>	<b>3</b>	This study familiarizes students with the tools, machines, and equipment needed for rebuilding internal combustion engines. Corequisite 5821.
<b>5823 Basic Electricity</b>	<b>3</b>	Electrical theory and automotive circuits and components are introduced.
<b>5825 Fuel and Carburetion – Theory and Circuits</b>	<b>3</b>	This is an intensive study of automobile fuels and carburetion systems such as single, double, and four-barrel carburetor, carburetor circuits, and an introduction to fuel injection systems. Students will learn emission control as it applies to the fuel system. Emphasis is on the shop procedure necessary in determining the nature of troubles developed in the fuel and emission systems of the automobile causing air pollutants. There is also trouble-shooting of the fuel and emission systems, providing a full range of testing, adjusting, tune-up, and replacing experiences.
<b>5826 Fuel and Carburetion – Overhaul</b>	<b>3</b>	Shop procedures for troubleshooting, repairing, replacing, and overhauling fuel system components are studied. Prerequisite 5825.
<b>5828 Electronic Ignition Systems</b>	<b>3</b>	The functions of the conventional breaker point ignition system and principles of operation and testing are covered in this course. This is an introductory course that exposes the student to the basic principles of electronics with regards to today's automobiles. Special emphasis is placed on the electronic ignition systems presently used. Prerequisite 5823.
<b>5832 Starting and Charging Systems–Testing</b>	<b>3</b>	This is an intensive study of the construction, function, and principles of operation of the electrical units of the automobile, including batteries, starting motors, generators, alternators, charging systems, and regulators. Emphasis is placed on developing a comprehensive understanding of all electrical components and systems with special emphasis on problem diagnosis and bench repair of units. Prerequisite 5823.
<b>5834 Engine Overhaul</b>	<b>3</b>	Tear-down, inspection, measuring, cleaning, machining, repair, and assembly techniques pertaining to engine overhaul are studied. Attention is also given to cooling systems. Prerequisite 5822.
<b>5835 Manual Transmission Overhaul</b>	<b>3</b>	This course studies theory, operation, troubleshooting, and the repair of the power train, with emphasis on operation and maintenance of clutches and manual transmissions.
<b>5836 Engine Overhaul-Practicum</b>	<b>1</b>	This study develops skills in tear-down, inspection, measuring, cleaning, machining, repair, and assembly techniques used in engine overhaul. Included is work on cooling and lube systems. Corequisite 5834.
<b>5838 Engine Overhaul-Practicum 2</b>	<b>1</b>	This course develops skills in tear-down, inspection, measuring, cleaning, machining, repair, and assembly techniques used in engine overhaul. Included is work on cooling and lube systems. Corequisite 5834.
<b>5843 Differential and Rear Axle Overhaul</b>	<b>3</b>	
<b>5845 Advanced Tune-Up</b>	<b>3</b>	This is an advanced course on the theory, diagnosis, and repair of computerized ignitions and fuel systems and of the latest diagnostic equipment and procedures. Prerequisite 5852, Corequisite 5891.



- 5847 Automotive Air Conditioning Theory, Service 3**  
This is an intensive study of automotive air conditioning, including both heating and cooling. Special emphasis is placed on the operation and theory of the air conditioning refrigeration system and its components. Vacuum and electrical control systems are also included.
- 5848 Automotive Air Conditioning—Diagnosis and Repair 3**  
Diagnosis of air conditioning malfunction and the repair, replacement and/or overhaul of various components are covered in this course. Prerequisite 5847.
- 5851 Automotive Accessories and Electronics 3**  
This is a basic study of the function, construction, principles of operation, and troubleshooting techniques for the varied accessories of automotive vehicles, to include windshield washers and wipers, power seats, power windows, adjustable steering wheels, power tailgates, headlights, speedometers, etc. Specific automotive applications include: installation of radios, antennas, speaker systems, operation and maintenance of lighting and signaling systems, headlight dimmers, electrically operated safety devices, buzzers, flashers, electric motor operated devices, door adjustment and glass installment. Prerequisite 5823.
- 5852 Engine Tune-up 3**  
This course is designed to collect all previous learning that students have acquired in introductory level tune-up classes into this tune-up course. Prerequisite 5828, 5832, Corequisite 5853.
- 5853 Engine Tune-up Practicum 1**  
Supplements Engine Tune-up. Corequisite 5852.
- 5854 Automotive Transmission Theory and Operation 3**  
This is a lecture—laboratory course in automotive transmission which includes construction, function and principles of operation. Emphasis is placed on power flow within the transmission.
- 5855 Automotive Transmission In-Car Service 3**  
Understanding of automotive transmission operational diagnosis, preventive maintenance servicing and on car repair is the emphasis of this course. Prerequisite 5854.
- 5856 Automatic Transmission Bench Overhaul 1 3**  
Emphasis is placed on practical work experience in the lab. Students will learn to overhaul automatic transmissions and transaxle assemblies and test the units on an automatic transmission dynamometer. Prerequisite 5855, Corequisite 5857.
- 5857 Automatic Transmission Bench Overhaul 2 3**  
This is a continuation of course 5856. Emphasis is placed on practical work experience in the lab. Students will learn to overhaul automatic transmission and transaxle assemblies and test the units on an automatic transmission dynamometer. Corequisite 5856.
- 5862 Comprehensive Diagnosis and Procedures 1 3**  
This course develops advanced skills in diagnosis and in major and minor repair to journeyman's standards in a minimally supervised work environment similar to that of an automotive service center. Prerequisite all technical course.
- 5863 Comprehensive Diagnosis and Procedures 2 3**  
This study continues Comprehensive Diagnosis and Procedures 1. Prerequisite 5862.
- 5891 Computerized Engine Control Systems 3**  
This is an intensive study of computerized ignition, carburetion, fuel injection, and ignition sensors used on late model U.S. passenger cars. This course will cover theory, diagnosis, and the repair procedure of command control, M.C.U., EEC IV, lean burn and spark control systems. Corequisite 5845.
- 6001 Carpentry Fundamentals 3**  
This course presents the history of the carpentry trade, traditional and progressive building techniques, and current construction methods and trends. Corequisite 6002.
- 6002 Construction Tools and Skills 3**  
The use of various types of construction tools is studied. Emphasis is on safety, maintenance, and skill development. Corequisite 6001.
- 6011 Floor and Wall Layout and Construction 3**  
Covered are the design and construction of floor and wall systems. Skills needed for layout are developed. Prerequisite 6001, 6002.
- 6012 Roof Construction 3**  
The course covers the design and construction of roof systems. Use of the framing square is emphasized. Prerequisite 6002.
- 6014 Electrical Wiring Fundamentals 3**  
This course covers basic electricity, including electron theory, Ohm's Law, use of electrical measuring instruments, simple series and parallel circuits, switching devices, and fusing.
- 6024 Plumbing Fundamentals 3**  
The operation and function of the home plumbing system is studied. Introduced are pipe drawings and isometric pipe layout, blueprint symbols, and use of an architect's scale.
- 6036 Masonry and Concrete Fundamentals 3**  
This study includes materials and methods of construction, building layout preparation of the building site, footings and foundations, and wall construction, with form construction and erection. Emphasis is on the use of masonry tools and materials and the properties of brick and concrete block. Prerequisite 6002, 6003.
- 6410 Basic AC/DC Circuits 4**
- 6413 Fabrications 3**  
The techniques in diagramming electronics circuits are studied including lettering, view identification, and symbol recognition. Additionally, electronic fabrication principles including safety, component identification, hand tools, printed circuit board layout and assembly, and soldering skills are covered.
- 6420 Introduction to Data Processing & Computers 3**  
This course is an introduction to the architecture of a modern computer with emphasis on hardware and various software. Terminology is stressed. The hands-on approach is taken.
- 6434 Introduction to Active Devices 3**  
The basic structure and principles of operation of vacuum tube and transistor devices are introduced. Active and passive components in power supply and amplifier circuits are studied. Prerequisite 6470.
- 6435 Electronic Circuits 1 3**  
This course studies use of active and passive components in power supply, oscillator and amplifier circuits. Prerequisite 6434.
- 6446 Integrated Circuits 3**  
Theory, operation and construction of linear integrated circuits are studied. Emphasis is placed on the operational amplifier and its applications. Prerequisite 6434, 6435.
- 6447 Special Semiconductors 3**  
Theory and operation of semiconductor devices other than the bipolar transistors are introduced. The course includes optoelectronic components, FETs, and other special semiconductor devices. Prerequisite 6434.

<b>6451</b>	<b>Communications Electronics 1</b>	<b>3</b>
This course studies AM receiver and transmitter principles and circuits in order to develop an understanding of amplitude modulation. Prerequisite 6435.		
<b>6452</b>	<b>Communications Electronics 2</b>	<b>3</b>
This course studies FM receiver and transmitter principles and circuits in order to develop an understanding of frequency modulation. Prerequisite 6454, Corequisite 6451.		
<b>6453</b>	<b>Communications Electronics 3</b>	<b>3</b>
The operation and maintenance of commercial AM, FM, and television broadcast equipment and antennas is studied. Included is the study of link transmitters. Prerequisite 6451, 6452.		
<b>6454</b>	<b>Electronic Circuits 2</b>	<b>3</b>
This course presents pulse and logic circuit fundamentals, including waveforms of the non-sinusoidal variety frequently used in pulse and logic circuits. Prerequisite 6434, 6447.		
<b>6455</b>	<b>Circuit Analysis</b>	<b>3</b>
This is a study of system and network analysis techniques. Emphasis is placed on circuit principles, electronic axioms and theorems for both alternating current and direct current circuits. Prerequisite 6470, 6471.		
<b>6460</b>	<b>Microwave and Radar</b>	<b>3</b>
Studies microwave generators, waveguides, relay systems, and components, including klystrons, magnetrons, gas diodes, and their applications.		
<b>6461</b>	<b>Antennas and Wave Propagation</b>	<b>3</b>
This course studies the history and current application of antennas and their related components. Satellite receiving antennas are covered in detail. Prerequisite 6453.		
<b>6470</b>	<b>AC Fundamentals</b>	<b>6</b>
This study provides a working knowledge of the electrical principles and laws pertaining to alternating current. Voltage, current and resistance relationships as applied to alternating current are emphasized. The relationship of inductance and capacitance to alternating current circuitry is included. Prerequisite 6471.		
<b>6471</b>	<b>DC Fundamentals</b>	<b>6</b>
This course studies electrical principles and laws, pertaining to direct current circuits. In addition magnetism, capacitance and inductance, as related to DC, are covered. Component identifications, proper use of lab equipment, and interconnection of circuit components are included.		
<b>6472</b>	<b>Optoelectronics</b>	<b>3</b>
Selected topics of optoelectronics are covered.		
<b>6475</b>	<b>Protocol for Data Communications</b>	<b>6</b>
This course covers the installation, operation and repair of communication systems, such as computer networks, and PBXs. Prerequisite 6584.		
<b>6502</b>	<b>Digital Troubleshooting</b>	<b>4</b>
Techniques of logical troubleshooting of digital circuits are studied. Includes interpretation of schematic diagrams for both combinational and sequential logic circuits. Also covered are the isolation of faults to the piece part level and introduction of highspeed test equipment commonly used to locate faults. Prerequisite 6520.		
<b>6520</b>	<b>Microprocessors 1</b>	<b>3</b>
This course introduces the microprocessor, including the architecture of a typical processor, addressing modes, programming model, and instruction set. Number systems, codes, and computer arithmetic are reviewed. Prerequisite 6577, 6578, 6420, Corequisite 6533.		
<b>6524</b>	<b>Troubleshooting Techniques</b>	<b>3</b>
Techniques of logical troubleshooting of electronic circuits and simple systems, with emphasis on signal tracing and signal injection methods are studied. Communications skills are included. Prerequisite 6452.		
<b>6527</b>	<b>Peripherals 1</b>	<b>3</b>
This is a study of peripherals commonly used with small machines, including keyboards, LED display, cassette recorders, disc drives, and teletype. Prerequisite, 6520, 6533, Corequisite 6535.		
<b>6533</b>	<b>Microprocessors 2</b>	<b>3</b>
This course studies support devices and interfacing with simple I/O devices. Included are monitor programs, memory, and machine language programming. Prerequisite 6577, 6578, Corequisite 6520.		
<b>6535</b>	<b>Peripherals 2</b>	<b>3</b>
Credit card readers, CRT displays, and paper-tube and floppy disk devices are examined. Included are the study of each device and the interfacing with typical small machine I/O port devices. Prerequisite 6520, 6533, Corequisite 6527.		
<b>6538</b>	<b>Rotating Machines 1</b>	<b>3</b>
Introduced are common industrial rotating machines, both single and polyphase. Prerequisite 6470.		
<b>6539</b>	<b>Rotating Machines 2</b>	<b>3</b>
This course offers further study of industrial rotating machines, with emphasis on power distribution. Prerequisite 6470, Corequisite 6538.		
<b>6543</b>	<b>Basic Industrial Electronics</b>	<b>3</b>
The characteristics and applications of various measuring and process control instruments that are found in industrial situation are studied. The calibration, hook-up and application of these instruments as well as transducers are included. Prerequisite 6446.		
<b>6544</b>	<b>Introduction to Industrial Controls</b>	<b>3</b>
The basics of industrial controls are studied as related to industrial electronics. Included are basic and pilot control devices and circuit protection will be covered. Prerequisite 6538, 6539.		
<b>6547</b>	<b>Linear Integrated Circuits Applications</b>	<b>3</b>
Emphasized are circuit applications of linear ICs, including op amps, voltage regulators, and other analog circuits. Prerequisite 6447, 6454.		
<b>6553</b>	<b>Industrial Electronics 1</b>	<b>3</b>
This course studies electronic systems and circuits. Prerequisite 6543, Corequisite 6554.		
<b>6554</b>	<b>Industrial Electronics 2</b>	<b>3</b>
This course studies process controls and service systems. Prerequisite 6543, Corequisite 6553.		
<b>6562</b>	<b>Digital Principles 1</b>	<b>3</b>
Combination logic through use of Boolean algebraic expressions, logic gates and binary numbers are studied. Prerequisite 6470, Corequisite 6563.		
<b>6563</b>	<b>Digital Principles 2</b>	<b>3</b>
This is a continuation of Digital Principles 1 (6562) with emphasis on counters, clocks, registers, and arithmetic circuits. Prerequisite 6470, Corequisite 6562.		

<b>6577 Digital Principles 3</b>	<b>3</b>
This is a continuation of the courses Digital Principles 1 (6562) and Digital Principles 2 (6563). The basic concepts of logic, circuits are applied to arithmetic, control and computer circuits. Emphasis is placed on counters, clocks, registers, memory; digital to analog and analog to digital conversions. Prerequisite 6563, Corequisite 6578.	
<b>6578 Digital Applications 3</b>	<b>3</b>
This course studies interfacing and use of various digital devices, circuits and systems. Prerequisite 6435, 6563, Corequisite 6577.	
<b>6584 Telecommunication Principles 3</b>	<b>3</b>
This course studies data transmission systems.	
<b>6901 Manufacturing Process 3</b>	<b>3</b>
This course offers the student an opportunity to become familiar with manufacturing process, equipment, selection of materials, and capabilities of modern machine tools. Basic method of fabrications as well as measurement and gauging devices to ensure their accuracy are also studied.	
<b>6903 Sensor and System Interfacing 3</b>	<b>3</b>
The operation and application of limit switches, photoelectric and proximity sensors is included. The interfacing of all discrete sensors with robot controllers and programmable controllers is covered along with basic interfacing techniques used in digital network.	
<b>6905 Robotics Principles 1 3</b>	<b>3</b>
This course provides an overview of the current robotics industry starting with a brief history which is followed by a review of the basic terms used in the field. The robots are classified by geometry, power source, application, path control and intelligence. Includes operation of different types of end effectors, robot controllers and system sensors. Various robotic workcells and fundamental workcell programming are illustrated in the lab.	
<b>6907 Robotics Principles 2 3</b>	<b>3</b>
The operation and programming of the Cincinnati Milacron Robot is discussed. The student is also introduced to the programming and uses of programmable controllers specifically when used with pneumatic robots. Laboratory experiments with both the Cincinnati Milacron and Pneumatic robots complete this course. Prerequisite 6470, 6905.	
<b>6909 Fundamentals of CAD/CAM 3</b>	<b>3</b>
The student is introduced to the principles of computer-aided drafting and design and computer-assisted manufacturing. Fundamentals of programming CNC equipment is taught using hands-on laboratory methods with actual CNC equipment. Various types of CAD/CAM systems will be introduced in this class.	
<b>6911 Work Cell Design 3</b>	<b>3</b>
The basic principles used in the design and implementation of robots in industrial work cells are covered. The course includes selection of the best work-site, selection of the robot system, application of cell sensors, development of cycle times, economic analysis, safety consideration, proposal preparation and human resources development. Prerequisite 6905, 6907.	
<b>6913 Automated Manufacturing Systems 1 3</b>	<b>3</b>
Presents basic concepts of hard automating systems and automated assembly. Attention is given to production models, manufacturing operations and plant layout.	
<b>6915 Automated Manufacturing Systems 2 3</b>	<b>3</b>
Covers the identification, operation and application of the many systems integrated into flexible manufacturing systems. Attention is given to material-handling hardware; forming, shaping, and processing machinery, automatic warehousing and storage equipment; and CAM control systems.	
<b>6917 Advanced Robotic Systems 3</b>	<b>3</b>
Studies the operation of high-technology work cells, including vision systems, tactile sensing, off-line programming, interfacing to external computers, and voice input and output. Emphasizes use of vision and touch sensing.	
<b>6919 Manufacturing System Control 3</b>	<b>3</b>
An introduction to measuring devices used in monitoring and automatically controlling industrial process. Also included are terminology, principles, and system configuration such as computer control feedback, data acquisition, and analog/digital conversions. Programmable controllers and service will also be covered.	
<b>6921 Failure Analysis Techniques 3</b>	<b>3</b>
The course covers the procedures that are used to isolate faults in highly automated manufacturing systems. Trouble shooting techniques which identify the system problem in the shortest time will be emphasized. Prerequisite 6903.	
<b>6923 Applied Mechanisms 3</b>	<b>3</b>
A study of principles, concepts, and applications of industrial mechanisms. This includes chain drives gears, ball screws, belt drives, coupling, and bearings. Operational principles, uses, maintenance and procedures for repair and replacement are included.	
<b>6925 System Project 2</b>	<b>2</b>
Offers opportunity for each student to apply acquired knowledge of automated systems to the resolution of an actual industrial manufacturing problem.	
<b>70XX Introduction to Technology 4</b>	<b>4</b>
The disciplines which make up scientific and engineering fields are studied with respect to the work of a technician. Specifically covered are physics, chemistry, biology, environmental science, and engineering including civil, mechanical, electrical, and industrial. The theory, principles and practices are introduced. In addition, safety, professional ethics and the use of the scientific calculator and computer as scientific and engineering tools are studied.	
<b>70XX Engineering Graphics 3</b>	<b>3</b>
Principles of sketching, shape description, lettering, dimensioning, sectioning, and pictorial presentation are covered in this introductory level course. Included are theory and drafting of orthographic projection, isometric drawings, electrical schematics, and the drawing of charts and graphs. Computer-aided drafting and design (CADD) will be introduced.	
<b>7002 Industrial Laboratory Techniques 4</b>	<b>4</b>
Manufacturing and industrial service facilities use a laboratory to assist in the production and quality control of a product, a service to other business or industrial concerns, safe operation of the facility or basic research. In this course, students will become familiar with the work of an industrial lab technician and specifically how this work complements the production or service in which the company is engaged.	
<b>7004 Industrial Instruments and Techniques 1 4</b>	<b>4</b>
This hands-on course studies precision measurement in detail. Mechanical and electronic instruments will be used to collect data. Lab reports will be made using the accumulated data and analysis procedures. The various errors which can be made in experiments are discussed.	



<b>7005 Industrial Instruments and Techniques 2</b>	<b>4</b>	This course continues (from course number 7004) the study of mechanical and electronic instruments as found in a typical industrial laboratory. The most common procedures in production and research labs will be covered in detail so that confidence can be gained by students. Guest lecturers and field trips will be utilized as appropriate.
<b>7006 Environmental Monitoring</b>	<b>4</b>	Manufacturing and industrial service companies and their operations are studied with regard to their use of air, water, and land resources. Compliance with the United States Environmental Protection Agency (EPA) and other government and non-government environment-concerned organizations' guidelines is included.
<b>7112 Heating Fundamentals</b>	<b>3</b>	This course covers fundamentals of the heating phase of air flow, temperature measurements, fuels and basic control devices.
<b>7113 Basic Electricity for Air Conditioning</b>	<b>3</b>	Basic electricity, including theory of current flow, Ohm's Law, current voltage and resistance measurements, and use of electrical measuring instruments is covered. Also included are switching circuits, magnetism, transformers, fusing and wire sizing; series, parallel and combination circuits, and an introduction to pictorial and schematic wiring diagrams.
<b>7114 Basic Mechanics and Shop Techniques</b>	<b>3</b>	Safe and efficient use of tools and torches in the installation of copper tubing and copper and steel piping are introduced. The use of soldering, brazing, and oxyacetylene gas welding apparatus in connection with specific materials is included.
<b>7123 Air Conditioning and Refrigeration Fundamentals</b>	<b>3</b>	This is a study of the compression system used in mechanical refrigeration and air conditioning. Refrigeration cycle, compressors, receivers, evaporators, condensers, metering devices, and refrigerants are covered. Also included are temperature conversions, absolute temperature, and gas laws.
<b>7124 Heating Service Gas and Oil</b>	<b>3</b>	This course deals with gas and oil heating units for residential use. Analytical methods for solving mechanical and electrical equipment problems are included. Attention is given to pictorial and schematic diagrams. Prerequisites 7112, 7113, 7114, Corequisite 7135.
<b>7125 Motors and Motor Control</b>	<b>3</b>	Covered are the various types of motors, including single-phase capacitor start and run, shaded pole, tab wound, and 3-phase. How to select the proper motor for a specific application and how to diagnose motor problems. Emphasis on motor control and protective devices are included. Prerequisite 7135.
<b>7126 Air Conditioning and Refrigeration</b>	<b>3</b>	This is a continuation of Air Conditioning and Refrigeration Fundamentals (7123) covering compressors, condensers, receivers, metering devices, evaporators and other system components. This course continues study of mechanical service procedures used throughout the industry. Prerequisite 7123, Corequisite 7135.
<b>7127 Heating Service - Electrical and Hydronic</b>	<b>3</b>	This is a study of electric and hydronic heating systems for residential use and the methods used to analyze electrical and mechanical problems. Included is a study of control systems using pictorial and schematic diagrams. Prerequisite 7135.
<b>7133 Cooling Service-Electrical</b>	<b>3</b>	Service procedures for residential air conditioning systems and low voltage (24 volts) control wiring are covered. Emphasis is placed on schematic and pictorial wiring diagrams. Prerequisite 7113, Corequisite 7135.
<b>7134 Cooling Service-Mechanical</b>	<b>3</b>	This is a continuation of Cooling Service-Electrical (7133). Covered are troubleshooting, procedures for cleaning a system following compressor burnout, suction and liquid line filters and strainer-dehydrators. Prerequisite 7133.
<b>7135 Electrical Circuits and Controls</b>	<b>3</b>	Electrical controls, gas controls, oil controls, cooling controls and system controllers are included. The operation of individual controls and the integration of those controls into control circuits is included. Prerequisite 7113, Corequisite 7133.
<b>7136 Psychometrics</b>	<b>3</b>	Methods of estimating heat loss and gain in commercial and industrial work is studied. Introduced is the use of the psychrometric chart in calculating air qualities and quantities. Emphasis is placed on selection of equipment and on coil, blower, and sizing. Included is a study of ventilation systems. Prerequisite 7143, Corequisite 7137, 7163.
<b>7137 Heat Loss and Gain Calculations</b>	<b>3</b>	Methods of calculating heat loss and gain in sizing of units for residential application are included. Attention is given to methods of reducing energy consumption in residential applications. Prerequisite 7143, Corequisite 7163.
<b>7143 Blueprint Reading</b>	<b>3</b>	The reading of blueprints relevant to the heating and cooling trade is studied. Covered are floor plan elevations, sections, details, plot plans, and mechanical plans. How to make tracings of blueprints and layouts of air conditioning systems are included. Also covers the use of symbols, notations, and schedules on drawings. Emphasis is placed on lettering techniques and neatness and clarity in drafting.
<b>7144 Commercial Refrigeration</b>	<b>3</b>	Light commercial air conditioning and refrigeration systems, including medium and low temperature applications are studied. Refrigeration accessories, metering devices and mechanical and electrical controls are included. Introduced are electrical and hot gas defrost systems. Prerequisite 7125.
<b>7145 Heat Pump Service</b>	<b>3</b>	This is a study of heat pumps used in residential applications. Covered are types of systems, system control, balance points, C.O.P. ratings, and pictorial and schematic diagrams. Prerequisite 7134, Corequisite 7146.
<b>7146 Advanced Cooling System</b>	<b>3</b>	This course covers methods of troubleshooting the electrical and mechanical components of central air conditioning systems. Prerequisite 7134, Corequisite 7145.
<b>7147 Uniform Mechanical Code</b>	<b>2</b>	This is a study of state and local codes and ordinances covering the erection, installation, alteration, repair, relocation, replacement, addition to, use of, and maintenance of any heating, ventilation, cooling, and refrigeration system and their component parts.
<b>7152 Air Balancing</b>	<b>2</b>	Measuring air flow in heating, air conditioning, ventilation and exhaust systems, use of the instruments utilized in this work are studied. The effect of duct sizing on fan brake horsepower, air velocities, and noise control will be included. Air balance reports will be filled out. Prerequisite 7163, Corequisite 7155.



<b>7153 Advanced Commercial Refrigeration</b>	<b>3</b>
This is a continuation of Commercial Refrigeration (7144), including work with heavy commercial equipment. Metering devices, accessories, and advanced control arrangements are included. Stressed are trouble diagnosis and safety precautions in dealing with refrigerants and heavy equipment. Prerequisite 7144.	
<b>7154 Duct Fabrication and Installation</b>	<b>3</b>
This is a study of layout and fabrication of ducts and fittings. Also covered is the use of sheet metal hand tools and shop equipment.	
<b>7155 Specifications and Estimating</b>	<b>3</b>
This course studies the use of job and equipment specifications, blueprints and engineering data to stake-off a job and determine the cost of materials, labor, and equipment. Overhead, job related costs, labor costs plus fringes, warranty coverages, tax, permits, subcontracts, markups and margins, and estimating of service and maintenance contracts are included. Prerequisite 7137, Corequisite 7152.	
<b>7162 Specialized Environmental Systems</b>	<b>3</b>
This study covers specialized environmental systems, including heat pumps of all types and solar, electrohydraulic, heat conservation, heat recovery, and temperature and humidity control systems. Prerequisite 7136, Corequisite 7155.	
<b>7163 Air Distribution System Design</b>	<b>3</b>
Methods used to size cutwork for residential applications are studied. Students will make working drawings of various types of duct systems. Prerequisite 7143, Corequisite 7136, 7137.	
<b>7165 Advanced Electrical Controls</b>	<b>3</b>
This course studies more complex control systems than those found in the average residential or single-zone commercial installation. Included are electronic and solid-state controls, zoning control, modulating controls used in larger systems, refrigerant flow, heat recovery and economizer control arrangements. Prerequisite 7125.	
<b>7174 Service Organization and Management</b>	<b>3</b>
This is a study of the operation of a service department, including taking service calls and dispatching servicemen, personnel recruitment and training, truck maintenance, stocking and routing of trucks, handling of service tickets, pricing procedures, collection practices, warranty parts and procedures, service department overhead, customer relations, advertising costs, and service contracts.	
<b>7175 Equipment Sales</b>	<b>3</b>
Sales engineering as a profession is studied. Sales techniques and procedures, the role of manufacturers' representatives, marketing through written quotations and proposals, the formulation and writing of service contracts and compensation plans for salesmen are included.	
<b>7176 Applied Design</b>	<b>4</b>
Complete air conditioning systems through analysis of a given job, including calculation of heat losses and gains, selection of equipment and layout distribution systems, preparation of working drawing, and determination of operating and maintenance costs are studied. Design and sizing of refrigerant piping, cooling tower piping and chilled water-hot water piping are included. Prerequisite 7528, Corequisite 7152.	
<b>7310 General Print Reading</b>	<b>4</b>
The fundamental working drawings used in the trades and crafts are studied. Emphasized are the recognition of various types of working drawings and developing interpretational skills.	
<b>7331 Industrial Machine Electrical Circuits</b>	<b>3</b>
Studied is fundamental single- and 3-phase alternating current, including parallel circuits, resistance, inductance, switching, fusing, current requirements, transformer applications, and motors and motor control as applied to machinery diagrams. Discussed are design, wiring techniques, and fabrications of wiring for machines. Prerequisite 6410.	
<b>7339 Machine Diagnosis and Repair – Electrical</b>	<b>3</b>
Instructs in troubleshooting of electrical control circuits, with emphasis on quick location of the defective circuit section and component. Covers relays, heaters, motor control switches, and timers.	
<b>7340 Machine Diagnosis and Repair – Mechanical</b>	<b>3</b>
This course develops skills in the production of new and reconditioned mechanical parts for machines under repair. Presented are techniques for calibration and repair of electro-machines devices, and practice in computations pertaining to industrial machinery. Also included are techniques related to gearing and use of lead-screws, ways, couplings, bearings, cover-tails, and clutches. Emphasis is placed on safety.	
<b>7341 Hydraulic and Pneumatic Principles</b>	<b>3</b>
Covered are principles and functions of fluid power and components. Included is study of terminology and the use of repair of equipment.	
<b>7342 Hydraulic and Pneumatic Systems and Repair</b>	<b>3</b>
This is a study of hydraulic and pneumatic systems design and the use of tools in repairing and troubleshooting hydraulic and pneumatic systems. Included are hydraulic and pneumatic valves, oils, gauges, fittings, hoses, and other components. Prerequisite 7341.	
<b>7343 Preventive Maintenance</b>	<b>3</b>
This course stresses the importance of preventive maintenance for industrial equipment including lubrication, maintenance procedures, and inspection records. Also studied are the effects of temperature, moisture, and corrosion on stored parts and the effects of speeds, feeds, machine loads, and gearing on machine performance.	
<b>7344 Power Plant Mechanics 1</b>	<b>3</b>
Specialized study in power plant mechanics for qualified students is presented.	
<b>7345 Power Plant Mechanics 2</b>	<b>3</b>
Advanced study in power plant mechanics for qualified students is presented. Prerequisite 7344.	
<b>7348 Millwright 1</b>	<b>4</b>
This course introduces hand and power tools and measuring instruments used in carpentry, rigging, and machine and general shop work. Corequisite 7349.	
<b>7349 Millwright Shop 1</b>	<b>3</b>
This course develops proficiency in the use of the trade tools and measuring instruments introduced in Millwright 1 (7348) through work assignments on general shop, machinist, carpentry, rigging, and equipment installation projects. Corequisite 7348.	
<b>7350 Millwright 2</b>	<b>4</b>
Introduces machinery and related equipment, including drive components, bearings, pumps, packing and seals, turbines, air compressors, boilers, and mechanical fasteners. Attention is given to the selection and use of lubricants. Prerequisite 7348, 7349, Corequisite 7351.	

<b>7351 Millwright Shop 2</b>	<b>3</b>	This course applies mechanical principles to the assembly and disassembly of mechanical equipment, including drive components, bearings, pumps, packing and seals, air compressors, turbines, and other auxiliary equipment. Emphasizes use of maintenance manuals. Prerequisite 7348, 7349, Corequisite 7350.
<b>7352 Troubleshooting Skills</b>	<b>3</b>	This study introduces systematic and logical approaches to troubleshooting. Demonstrated are procedures for both scheduled and unscheduled maintenance.
<b>7375 Utilities Distribution Systems</b>	<b>4</b>	The student is introduced to common industrial and residential utilities distribution systems with emphasis on maintenance of these systems and safety precautions associated with these systems as well as local code requirements. Opportunity will be given to trace incoming utilities from their source to their end uses.
<b>7381 Equipment Installation and Rigging</b>	<b>3</b>	Procedures for leveling and aligning equipment and methods and tools for moving equipment of various sizes and shapes are demonstrated. Included are formulas for calculating mechanical advantages and safe working loads for ropes, blocks and tackles, and slings. Also demonstrated is the use of ladders, scaffolds, safety belts, and life nets for use in maintenance work at various heights.
<b>7520 Descriptive Geometry</b>	<b>3</b>	Introduces fundamental principles on how to develop graphical solutions to engineering problems. Areas covered include auxiliary views, successive auxiliaries, true length of lines, true shapes of planes, and edge views of planes. Prerequisite 7581.
<b>7521 Industrial Processes and Systems</b>	<b>3</b>	Offers the student an opportunity to become familiar with manufacturing processes, equipment, selection of materials, and capabilities of modern machine tools. Basic methods of fabrication as well as measurement and gauging devices to ensure their accuracy are also studied.
<b>7522 Production Drawing</b>	<b>3</b>	A continuing course in advanced orthographics with intermediate dimensioning, tolerancing, and typical machining notations; also introduces the student to the various sectioning techniques. Prerequisite 7581.
<b>7528 Drafting for Heating/Air Conditioning</b>	<b>3</b>	Studies lettering, linework, isometric drawing, and layout of ducts, electrical controls and pipes.
<b>7530 Product Drafting</b>	<b>3</b>	An introduction to the "set" concept of working drawings (detail drawings and assembly). Fastening devices, thread symbols and nomenclature, surface texture symbols, classes of fits, and the use of parts lists, title and revision blocks are presented.
<b>7531 Mechanisms and Machines</b>	<b>3</b>	An advanced course introducing the student to graphical layout, analysis and the solution of gear cams, linkages, timing-indexing components, belts, chains, sprockets, ratchets, and other mechanical devices — their mechanical advantage, resultant motion, and mechanical forces involved.
<b>7532 Tool Drafting</b>	<b>3</b>	Familiarizes the student with "tooling;" the jigs, fixtures, and gages necessary to improve manufacturing efficiency, accuracy, repeatability, and productivity. Tool component catalogs are used extensively.
<b>7533 Die Design</b>	<b>3</b>	Studies the bases of die design as it pertains to the punch press and stamping industry. Standard die sets, hardwares, and other die standards are taught.
<b>7540 Product Design</b>	<b>3</b>	Helps to enlighten the drafting student with regard to good design characteristics, including: need, function, esthetics and economy.
<b>7541 Advanced Tool and Gauge Design</b>	<b>3</b>	Gives the student an opportunity to research and study advanced tooling and gauging practices used in today's automated manufacturing environments. Topics include robotics, LASERS, CAD/CAM, and many other automated manufacturing technologies.
<b>7543 Technical Illustration</b>	<b>3</b>	Examines the use of isometric and oblique pictorial drawings. From basics learned, the student then is instructed on how to illustrate a multi-part assembly in an "exploded" pictorial drawing. Basic methods of shading are also introduced. Prerequisite 7581.
<b>7552 Strength of Materials</b>	<b>3</b>	The basic design principles of various materials and their reactions to loads and conditions involving mathematical calculations are studied.
<b>7557 Jig and Fixture Design</b>	<b>3</b>	In this course the student will be challenged to solve a jig/fixture problem from its beginning stages. The course emphasizes the use of standard purchasable hardwares and design economy as a means to a justifiable solution.
<b>7558 Sheet Metal Drafting</b>	<b>3</b>	Provides the drafting student an opportunity to apply Descriptive Geometry development skills in the solution of 3-D sheet metal forms. Prerequisite 7581.
<b>7573 Industrial Design Presentation</b>	<b>3</b>	A challenging course which provides the student an opportunity to utilize all previously acquired knowledge in product drafting to the design of a new or existing consumer product. The student will consider the function, esthetics, cost economics and marketability of the product.
<b>7574 Industrial Design Detail</b>	<b>3</b>	A continuation of 7573.
<b>7575 NC Data Processing</b>	<b>3</b>	An introductory course in programming, alpha codes, tape punching, and coordinates as they relate to CNC machine tool equipment.
<b>7578 Piping Fundamentals</b>	<b>3</b>	Introduces the student to industrial piping terminology, symbols, and standards while learning to develop plan/elevation drawings, fabrication isometrics, and spooling details.
<b>7581 Drafting Fundamentals</b>	<b>6</b>	Introduces the beginning drafting student to equipment usage, lettering, sketching, dimensioning fundamentals, geometric constructions, and multiview projection drawings.
<b>7593 CAD/CAM</b>	<b>3</b>	This is an advanced course in CAD in which the student learns to develop tool path routing. Emphasis is on coordinate layout, layering of sub routines, and cycle statements.

<b>7710 Machine Tool Introduction</b>	<b>3</b>	This is an entry level course giving the student a comprehensive introduction to basic machining practices. Turning, drilling, reaming and boring operations are included in the exercise.
<b>7711 Machining Fundamentals 1</b>	<b>3</b>	The milling machine and related operations are introduced in this course. Along with related theory, students will machine a workpiece which will include squaring, layout, drilling, reaming and boring operations.
<b>7712 Machining Fundamentals 2</b>	<b>3</b>	This is an advanced course in lathe operations. Applied shop math is utilized in the inspection of a workpiece which includes paper turning and thread cutting. Prerequisite 7710.
<b>7725 Interactive Numerical Control Machining</b>	<b>3</b>	In this course the student experiences hands-on programming challenges where he processes, programs, and machines a workpiece using a CNC vertical milling machine. Operations include Hurco executive CNC programming cutter compensation, deep hole drilling and tapping cycles. Prerequisite 7758-7759.
<b>7731 Basic Print Reading</b>	<b>3</b>	Machine shop blueprints are read and interpreted relative to dimensions, shapes, machining operations, fabrication and assembly. Basic mathematics is applied in solving shop problems. Students learn to make sketches on the job without instruments and become familiar with screw thread notations and welding symbols.
<b>7733 Advanced Machine Tool Set-Up and Operation</b>	<b>3</b>	The student builds a mechanism from an assigned print and process sheet. All previously acquired machining skills are used in the course while completing this project.
<b>7734 Advanced Print Reading</b>	<b>3</b>	In this course, the emphasis in content is on the various types of drawings that can be used to represent parts to communicate information in the most economical and precise way possible.
<b>7740 Specialized Machining Theory</b>	<b>3</b>	This course teaches or reviews the effective methods of using any reference volume. This skill provides some substitute for the years of experience that aid the skilled craftsman.
<b>7758 Numerical Control and Automatic Processing 1</b>	<b>3</b>	This is an introductory course teaching basic NC/CNC skills aimed at the operator level. The student prepares, reads, and runs simple programs in both E.I.A. and ASCII systems. The student machines a workpiece from a proven program utilizing the editing capabilities of the machine to produce preassigned dimensional sizes.
<b>7759 Numerical Control and Automatic Processing 2</b>	<b>3</b>	This course acquaints the student with programming skills involving geometric and trigonometric functions. Five weeks of the eleven class weeks are devoted to intensive applied shop geometry and trigonometry review. Prerequisite 7758.
<b>7760 Numerical Control and Automatic Processing 3</b>	<b>3</b>	This course advances the programming skills of the student and includes turning as well as milling operations. Prerequisite 7759.
<b>7769 Numerical Control and Automatic Processing 4</b>	<b>3</b>	This advanced course deals with three-axis programming, jump, loop and sub-routines, threading and grooving in both turning and milling operations. Prerequisite 7760.
<b>8001 Gas Welding 1</b>	<b>3</b>	Offers instruction in oxyacetylene welding, including gas welding techniques, brazing, and flame cutting.
<b>8010 Arc Welding 1</b>	<b>3</b>	Demonstrates the welding of ferrous metals and alloys using shielded metal arc methods, single and multipass techniques, and flat and horizontal positions. Emphasis is placed on safe practices.
<b>8013 Blueprint Interpretation</b>	<b>3</b>	Studies interpretation of blueprints pertaining to the welding trade. Attention given to metal structures, specifications and assembly drawings, special forms of dimensioning, and section views.
<b>8024 Welding Blueprint Interpretation</b>	<b>3</b>	Presents advanced study of blueprint interpretation, concentrating on welding symbols and their significance in the welding trade. Includes process and finish symbols and methods of finish.
<b>8061 Pipe Welding 1</b>	<b>5</b>	This course extends the student's welding skills as necessary to make high quality welds on open root mild steel pipe in 2G, 5G, and 6G positions using the SMAW process. Prerequisite 8095.
<b>8063 Electrical Fundamentals for Welders</b>	<b>3</b>	This is a study of the relationship between voltage, current and resistance in electrical circuits, with emphasis on the use of high current transformers in AC and DC circuits. Special emphasis is placed on the production of heat as a result of current flow through resistance. Also, safety is emphasized when working with electrical components.
<b>8064 Basic Metallurgy</b>	<b>3</b>	Introduced are the properties and uses of ferrous and nonferrous metals and alloys; the production of iron and steel; composition and properties of plain carbon steel and alloying elements; selection of tool and case hardening steels; and destructive and nondestructive testing. Also included are the fundamentals of heat treatment and reaction that occur in metals subjected to various heat-treatment methods and techniques.
<b>8066 Introductory Welding</b>	<b>3</b>	Covers gas and arc applications for occasional users from other trade areas.
<b>8075 Welding Fabrications 1</b>	<b>5</b>	Basic fabrication covers interpreting blueprints and welding symbols, principles of layout and measurement used in fabrication of metal products, including tolerances, fits and allowances. Prerequisite 8097, 8024.
<b>8090 Shielded Metal Arc Welding 1</b>	<b>5</b>	The student is provided with a thorough technical understanding of arc welding fundamentals, welding safety, electric power sources, electrode classification and selection. The course also includes training to develop the manual skill necessary to make high quality shielded metal-arc welds in three positions on mild steel.
<b>8095 Shielded Metal Arc Welding 2</b>	<b>5</b>	Training to develop the manual skills necessary to produce quality multipass fillet and groove welds with backing in all positions is provided. This course is designed to use the E6010 and 7018 electrodes on thick carbon steel plate similar to many structural applications. Prerequisite 8090.
<b>8097 Gas Tungsten Arc Welding (TIG HELI-ARC)</b>	<b>5</b>	The student is provided with a thorough technical understanding of gas tungsten arc welding fundamentals, arc characteristics and welding safety. Training to develop the manual skill necessary to make quality gas tungsten arc welds in all positions on mild steel, stainless steel and aluminum is included.



**8098 Welding Certification 4**

This course is designed for the student who has advanced shielded metal-arc welding skills. This course will concentrate on preparing the student for the A.W.S. Certification Test. Prerequisite 8095.

**8099 Oxyacetylene Welding and Cutting 5**

In this course the student is provided with a thorough technical understanding of oxy-acetylene welding, flame cutting, brazing fundamentals and welding safety. Training to develop the manual skills necessary to produce high quality welding and cutting techniques is included.

**General Education: Communications/Social Science****8110 Communications 4**

Develops writing competence. Emphasis is on development of multi-paragraph compositions through common rhetorical modes such as narration, description, illustration, comparison and contrast, and classification. A grammar review and in-class written assignments are also required. Meets the requirement for communications credit for most A.A.S. programs.

**8111 Business Communications 4**

Stresses effective written communication with emphasis placed on such topics as types of letters and memoranda found in business environments; research techniques; and the organization, structure and format of business reports. Prerequisite: A grade of C or higher in 8110.

**8113 Oral Communications 4**

Improves oral communication skills and formal oral presentations. Students are required to present formal speeches — demonstrative, informative, persuasive — and participate in a panel discussion. In addition, in-class presentations and evaluation exercises are required.

**8114 Technical Report Writing 3**

Enables students to understand and use fundamental principles of written communications within technical environments.

**8117 Effective Listening 2**

Focuses on the process of listening. Topics include: active listening and concentration, listening techniques, and overcoming barriers.

**8118 Effective Reading 2**

Increases reading speed while maintaining or improving comprehension and retention. Analyzes the student's present reading ability and demonstrates techniques for achieving greater efficiency and effectiveness.

**8401 Human Relations 4**

Helps students improve human relations skills in their personal and professional lives. Topics include learning, motivation, interpersonal communication, problem solving and adjustment. Meets Social Science requirement for most A.A.S. programs.

**8402 Applied Behavioral Psychology 4**

Provides a study of life span and developmental psychology. Presents facts, dominant theories, recent research and a cross-cultural perspective of various life stages.

**8405 Social Problems 4**

Provides a fundamental background in sociological topics and emphasizes how problems can arise in pluralistic societies. Topics focus on personal, social and institutional factors that create problems.

**General Education: Mathematics/Science****8201 Applied Mathematics 1 4**

Reviews fractions, decimals, and percents. Studies integers, equations, variation, measurement and formula evaluation.

**8202 Applied Mathematics 2 4**

Continues the study of mathematics with emphasis on geometric terminology and rules, construction, area, volume, Pythagorean Theorem, instrumentation, statistical graphing, and right triangle trigonometry. Prerequisite: 8201 (C grade or higher).

**8203 Technical Mathematics 1 4**

Reviews integers, linear equations and polynomials. Studies scientific notation, accuracy, precision, measurement, systems of equations and determinants, geometric formulas, angle measure, linear and polar coordinates, trigonometric functions and right triangle trigonometry. Prerequisite: 2 years high school algebra and/or 8223 (C grade or higher).

**8204 Technical Mathematics 2 4**

Continues with the study of oblique triangle trigonometry, factoring, algebraic fractions, complex and irrational numbers, quadratic equations, variation, logarithmic equations, and graphing of linear, trigonometric, conic, and logarithmic functions. Prerequisite: 8203 (C grade or higher).

**8206 Technical Calculus 1 4**

Introduces analytic geometry and differential and integral calculus with emphasis on practical application. Prerequisite: 8204 (C grade or higher).

**8208 Geometry 3**

Studies geometric topics such as fundamental terminology, scales and scale drawings, lines, triangles, circles, mensuration, congruent and similar figures, polyhedrons, spheres, cylinders and cones.

**8209 Trigonometry 3**

Studies angle measure, trigonometric functions, use of trigonometric tables and scientific calculators, right triangle and oblique triangle trigonometry, and graphing of trigonometric functions. Prerequisite: 8203 (C grade or higher).

**8210 Statistics 3**

Studies the collection, interpretation and presentation of descriptive statistics, measures of central tendency, probability, binomial and normal distributions, and hypothesis testing of one- and two-sample populations. Prerequisite: 8203 (C grade or higher).

**8212 Business Mathematics 4**

Reviews equations and percents with emphasis on applications. Studies reconciliation of bank statements, simple interest, commission, taxes, payroll, discounting paper, credit purchases, installment buying, interest rebate, and metrics.

**8213 Mathematics of Finance 4**

Studies merchandise pricing, compound interest, insurance, depreciation, inventory, analysis of financial statements, statistical graphing, measures of central tendency, and number bases other than ten. Prerequisite: 8212 (C grade or higher).

**8227 Computer Mathematics Topics 4**

Introduces algorithms, flowcharting, set theory, symbolic logic, Boolean algebra, computer number systems and algebraic application.

**8301 Physical Science 3**

Introduces non-mathematical study of the principles of energy such as motion, work, and power, electricity and magnetism, heat, nuclear power, and other energy sources. Studies the use of energy and its effects on the environment and the human population.



**8304 Physics 1** 3  
Presents vectors, static equilibrium, Newton's Laws, applications of work, force, power, kinetic and potential energy, circular motion, momentum, simple machines, elasticity and Hooke's Law, pressure, Archimedes' Principle, flow and Bernoulli's equation. Prerequisite: 8209 (C grade or higher).

**8305 Physics 2** 3  
Studies temperature, thermal expansion, gases, heat and heat transfer, laws of thermodynamics, vibrations and waves, sound, electrical forces and fields, electrical energy, current, resistance magnetism, direct and alternate currents, reflection and refraction of light, mirrors and lenses, and wave optics. Prerequisite: 8204 (C graded or higher).

**8307 General Chemistry** 3  
Studies the forms and reactions of matter, periodic table, atomic structure, bonding, equilibrium, acid-base chemistry, solutions and gas laws. Chemical nomenclature, calculations and stoichiometry are emphasized.

**8308 General Microbiology** 3  
Introduces the fundamentals of microbiology. Includes morphology and classification of microorganisms, control of microorganisms, pathogenicity and host defense, and discussion of bacterial and viral diseases of man.

**8310 General Biology** 4  
Studies classification and chemistry of life forms, cells, structures of plants and animals, human sexuality, genetics, evolution, ecology and behavior.

## **Skills Advancement: Communications/Social Science**

**8151 Introductory Writing 1** 4  
Offers much practice in writing, leading from workbook practice to paragraphs on positive, personal experiences. Some lecture and much individualized tutoring. Students learn by practice rather than by rules.

**8152 Introductory Reading 1** 4  
Encourages students to develop alternative reading strategies with general reading material. Includes vocabulary development and stresses improvement of comprehension. Class structure includes individual assignments and lecture/discussion activities.

**8153 Introductory Reading 2** 4  
Provides vocabulary development and practice with reading/learning techniques associated with content materials. The student will participate in individual, small group and lecture/discussion activities.

**8154 Introductory Reading 3** 4  
Corequisite — A program level course in the student's chosen field. Develops reading strategies that are directly applicable to a program level course. The student will concentrate on reading/learning activities designed to assist the translation into program classes.

**8159 Improving Your Handwriting** 1  
Improves the student's ability to write legibly. Includes individual diagnosis of penmanship faults, demonstration of handwriting techniques, and guided practice.

**8160 Introductory Writing 2** 4  
Continuing 8151, students practice advanced verb forms through extensive varied workbook practice. Slowly through step-by-step exercises they master advanced sentence forms and subordination in self-generated paragraphs. Emphasis on individualized tutoring.

**8162 Spelling** 2  
Based on diagnostic test, students will be placed in a course of study appropriate to their individual needs. The content of the course will be structured to develop application of rules or an emphasis on the phonetic structure of the English language.

**8163 Learning Development** 4  
Designed to improve reading comprehension, vocabulary and logical thinking skills.

**8164 English as a Second Language Level 1\*** 4  
Focuses on basic English Grammar for foreign students who have little experience in English. Structures and vocabulary geared toward beginning students.

**8165 English as a Second Language Level 2\*** 4  
Focuses on key structures through varied and extensive exercises for foreign students who are lower-intermediate and intermediate. Promotes situationally appropriate language use.

**8166 English as a Second Language Level 3\*** 4  
Focuses on English grammar for foreign students who are advanced. Presents forms, meanings and usage level (colloquial through formal) of basic structures in English. Exercises range from simple manipulation to situational and idiomatic usage, from controlled response to open communicative interaction.

\*In addition, Special ESL sections are offered for all skills advancement language courses.

**8167 Language Skills Development** 4  
Designed to strengthen the ability to identify and write complete sentences. Emphasis is also placed on dictionary usage, spelling and word study.

**8169 Critical Thinking** 4  
After becoming familiar with such thinking tools as recognition of patterns, cause-and-effect relationships, and considering alternatives, students focus their newly developed thinking skills on selecting appropriate career programs suited to their interests and abilities.

**8170 Introductory Speech** 4  
Designed to help the student become more comfortable and effective in the use of oral language as a communication skill.

## **Skills Advancement: Mathematics**

**8223 Pre-Technical Mathematics 1** 4  
Studies integers, linear equations, linear inequalities, monomials, polynomials, factoring, irrational numbers, quadratic equations, systems of equations in two unknowns and graphing linear equations.

**8224 Pre-Technical Mathematics 2** 4  
Introduces basic geometric terminology, angle measurement, construction, formula evaluation, Cartesian and polar coordinates, trigonometric functions and simple applications of right triangle trigonometry.

**8266 Mathematics Skills** 4  
Reviews arithmetic operations of whole numbers, fractions, and decimals, mathematics study skills, and verbal applications.

**8269 Intermediate Mathematics Skills** 4  
Reviews ratio, proportion, percent conversions, percentage equation, verbal applications, and measurement.

<b>8272 Mathematics Skills Development</b>	<b>4</b>	<b>9356 Disease Conditions</b>	<b>3</b>
Allows student to follow an individualized education plan (IEP) in the development of pre-mathematics and basic mathematics skills.		Presents basic concepts concerning disease, its causes, and the resulting changes in body functions. Emphasis is placed on functional disturbances and the correlation of patient symptoms with emergency and in-patient treatment.	
<b>9305 Technical Mathematics for Health Occupations</b>	<b>5</b>	<b>9358 Pharmacology</b>	<b>3</b>
Offers basic instruction in technical mathematics for students in health occupations. Includes review of arithmetic, basic concepts of algebra, graphing geometry, and logarithms.		Introduces the principles of pharmacology. Studies classifications of drugs, dosages, interactions, and incompatibilities. Covers drug administration, weights and measurements, and methods of preparation, with attention to legal aspects and special precautions.	
<b>9310 Pharmacology</b>	<b>6</b>	<b>9359 Cardiopulmonary Resuscitation</b>	<b>1</b>
Introduces the student to the art and science of meeting biological, psychological, and sociological aspects of man through administration of pharmacologic agents within the preventative, therapeutic and rehabilitative environment. It includes the responsibilities of the Licensed Practical Nurse in the administration of pharmacologic agents. It uses the nursing process to determine patient status on the wellness/illness continuum.		Develops proficiency in mouth-to-mouth, mouth-to-nose, and mouth-to-stoma breathing.	
<b>9322 Biophysics for the Health Occupations</b>	<b>2</b>	<b>9411 Mechanical Drawing 1</b>	<b>3</b>
Studies Basic concepts of physics and their applications in the health field. Emphasis is placed on problem solving and practical applications of theoretical material.		The fundamentals of drafting, including interpretation of lines, view positions, conventions and standard signs, symbols and abbreviations, use of instruments, simple geometric constructions, orthographic projections, scaling and dimensioning are introduced.	
<b>9350 Medical Law and Ethics</b>	<b>2</b>	<b>9441 Shop Mathematics 4</b>	<b>3</b>
Studies the ethics of medicine and medical practice, with attention to the legal requirements and implications for professional and medical practices and personnel.		Studies geometrical terms, axioms, theorems, and propositions pertaining to straight lines, triangles, and circles. Emphasis is placed on practical applications to shop problems.	
<b>9353 Anatomy and Physiology 1</b>	<b>4</b>	<b>9472 Computer Programming for Technicians</b>	<b>3</b>
Presents structure and function of man; it systematically examines the physical and chemical factors that enable man to interact with his environment. Fundamental wellness/illness relationships are integrated.		This course is an introduction to the architecture of a modern computer with emphasis on hardware and various software. Terminology is stressed. The hands-on approach is taken.	
<b>9354 Anatomy and Physiology 2</b>	<b>4</b>	<b>9524 C Programming</b>	<b>5</b>
Presents structure and function of man; it systematically examines the physical and chemical factors that enable man to interact with his environment. Fundamental wellness/illness relationships are integrated.		Provides a working knowledge of C Programming language and its applications to business data processing. C is a powerful, general purpose, structured language designed originally to run on computers utilizing the UNIX operating system. Lab assignments include coding, debugging and testing C language programs.	
<b>9355 Medical Terminology</b>	<b>2</b>	<b>9525 UNIX V Operating System Fundamentals</b>	<b>3</b>
Presents basic terminology required of all paraprofessionals in the health occupations. Also includes terminology specific to the student's area of specialization.		Studies the UNIX Operating System and its use as a powerful time-sharing operating system. Includes basic UNIX commands, use of the visual editor, the UNIX directory structure and file management with SHELL commands. Offers opportunities to apply skills and knowledge in a laboratory situation.	

## PROGRAM LOCATOR CHART

	Ivy Tech Region												
	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>DIVISION OF BUSINESS, OFFICE AND INFORMATION SYSTEMS TECHNOLOGIES</b>													
Accounting	X	X	X	X	X	X	X	X	X	X	X	X	X
Information/Data Management		X	X		X	X	X	X	X	X	X	X	X
Computer Programming	X	X	X	X	X	X	X	X	X	X	X	X	X
Distribution Management								X					
Hotel/Motel Management								X					
Statistical Process Quality Control			X		X		X	X		X			
Industrial Supervision		X	X	X		X		X				X	
Marketing	X		X		X	X	X	X				X	
Paralegal								X					
Quality Control								X			X		
Secretarial Sciences/Word Processing	X	X	X	X	X	X	X	X	X	X		X	X
Small Business Operations Mgmt.	X	X	X	X		X	X	X	X	X		X	X
<b>DIVISION OF VISUAL COMMUNICATIONS TECHNOLOGIES</b>													
Audio Visual Communications		X		X									
Commercial & Industrial Photography		X					X			X		X	X
Commercial Art		X							X			X	X
Interior Design		X			X							X	
Library Resource Aide								X					
Printing							X						
<b>DIVISION OF HUMAN SERVICES AND HEALTH TECHNOLOGIES</b>													
Child Care			X	X		X		X					
Culinary Arts	X		X					X					
Dental Assistant				X									
Dietary Manager		X											
Food Services									X				
Human Services								X					
Medical Assistant	X	X	X	X	X	X	X	X		X	X	X	X
Medical Laboratory Technician		X					X						
Mental Health Rehabilitation			X			X							
Associate Degree Nursing (ADN)		X		X					X				
Practical Nursing	X	X	X	X			X	X	X	X	X	X	X
Radiologic Technology							X	X					
Respiratory Therapy	X		X	X				X					
Surgical Technician	X			X				X				X	
<b>DIVISION OF APPLIED SCIENCE AND TECHNOLOGIES</b>													
Agricultural Equipment				X									
Applied Fire Science	X		X	X				X					
Architectural Drafting		X			X		X	X		X			
Auto Body Repair	X			X	X	X	X	X			X		X
Automated Manufacturing Technology		X	X	X	X		X	X		X		X	X
Automotive Service	X	X	X	X	X	X	X	X	X	X		X	X
Building Construction			X		X	X			X	X			X
Diesel Power		X		X			X					X	X
Electronics Technology	X	X	X	X	X	X	X	X	X		X	X	X
Heating, Air Conditioning & Refrigeration	X	X	X	X	X	X	X	X	X	X		X	X
Industrial Drafting	X	X	X	X	X	X	X	X		X		X	X
Industrial Maintenance	X	X	X	X	X	X	X	X	X				X
Machine Tool	X	X	X	X	X	X		X	X				X
Plastics Manufacturing		X											
Pollution Treatment	X												
Surface Mining Operation				X			X						
Welding Technology	X	X	X		X	X	X	X	X		X	X	X
Industrial Lab Technology							X	X					



# Full-Time Faculty

## Applied Science and Technologies

Duane Alfrey, Instructor (Welding Technology). Certification: American Welding Society.

Michael Baker, Instructor (Auto Body Technology). Certification: Automotive Service Excellence.

Arthur Bensheimer, Instructor (Chairperson, Automotive Service Technology). B.S., Indiana State University .

Huey Calvin, Senior Instructor (Program Coordinator, Welding Technology). Certification NOTCI (National Occupational Testing Competency Institute), and American Welding Society.

Michael DeBourbon, Master Instructor (Department Chairperson, Manufacturing Technologies). B.S., Southern Illinois University; M.S., Indiana University .

James G. Feller, Instructor (Automotive Service Technology). B.S., Indiana State University .

William T. Flanigan, Instructor (Chairperson, Heating, Air Conditioning and Refrigeration Technology Program). B.S., Tri-State University .

Janet Foster, Assistant Instructor (Architectural Drafting Technology). A.A.S., Indiana Vocational Technical College .

Charlene Givens, Instructor (Chairperson, Pollution Treatment Technology and Industrial Maintenance Technology). B.A., Indiana University.

Michael Hall, Instructor (Chairperson, Automated Manufacturing Technology). B.S., Purdue University; M.S., Purdue University.

Larry E. Hoskins, Instructor (Chairperson, Applied Fire Science). B.S., Southern Illinois University; A.A.S., Indiana Vocational Technical College.

Robert Howell, Master Instructor (Department Chairperson, Technical Services Department). B.S., Purdue University .

Kenneth King, Master Instructor (Chairperson, Industrial Laboratory Technology). A.B., Indiana University; M.S., Indiana University-Purdue University at Indianapolis; Certificate in Meteorology, St. Louis University .

Stephen Kuchler, Senior Instructor (Electronics Technology). B.S., Purdue University .

James McFarland, Master Instructor (Chairperson, Architectural and Industrial Drafting Technology). B.S., Indiana State University.

Edward Mackell, Master Instructor (Program Coordinator, Machine Tool Technology). A.A.S., Indiana Vocational Technical College.

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## Business, Office and Information Systems Technologies

Sakinah Abdulbaaqee, Instructor/Counselor. B.S., Pennsylvania State University.

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Jeff Baron, Instructor (Business and Management). B.A., Indiana University-Purdue University at Indianapolis.

James Beeler, Master Instructor (Business and Management). A.B., Indiana University; M.S., Butler University.

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Marvin L. Daugherty, Master Instructor (Chairperson, Computer Programming Technology). A.A.S., Indiana Vocational Technical College; B.S., Martin Center College.

Sue Easterday, Instructor (Chairperson, Information/Data Management). B.S., Miami University at Oxford.

Jennifer Graham, Instructor (Paralegal; Business and Management). B.B.A., Walsh College; J.D., Indiana University School of Law.

Harry E. Gray, CPA, Instructor (Accounting Technology). B.S., Butler University.

William L. Greathouse, Instructor (Chairperson, Hotel/Restaurant Management and Culinary Arts). A.A.S., Purdue University; Certification: Front Office Executive; Rooms Division Executive; B.S., Purdue University.

Joanna Head, Instructor (Secretarial Sciences). B.S., Butler University; M.S., Butler University.

Charles Highbaugh, Instructor (Chairperson, Quality Control; Business and Management). B.S., Indiana State University.

Debra Leverette, Instructor (Chairperson, Secretarial Sciences). B.S., Ball State University; M.S., Indiana University.

Susan Mannan, Master Instructor

(Chairperson, Library Resource Aide Program, and Coordinator, Learning Resource Center). B.A., Heidelberg College; M.S., Indiana University.

Alan Rowland, Instructor (Information/Data Management). B.S., Ball State University.

Linda L. Scott, Senior Instructor (Department Chairperson, of Administrative Services). A.A.S., Ball State University; B.S., Ball State University; M.A., Ball State University.

Jan Strietelmeier, Instructor (Computer Programming Technology). A.S., Indiana Central University; B.S., Indiana Central University.

Vivian Terry, Instructor (Culinary Arts). B.S., Alcorn State University; Culinary Apprenticeship, Delgado Community College.

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### **Human Services and Health Technologies**

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Kathleen Bogren, Instructor (Practical Nursing) at Methodist Hospital. B.S., Wayne State University.

Sheila Cagle, Senior Instructor (Practical Nursing). B.S.N., Indiana Central University; A.S.N., Indiana Central University; M.S.N., Indiana University.

Verna Coons, Master Instructor (Chairperson, Practical Nursing). B.S.N., Indiana University; M.S.N., Indiana State University.

Barbara Deady, Master Instructor (Practical Nursing) at St. Vincent's Hospital. B.S., Indiana State University.

Florence Elmore, Master Instructor (Chairperson, Surgical Technology). B.S., Indiana University -Purdue University at Indianapolis; M.S., Indiana University.

Rosemary Haboush, Master Instructor (Practical Nursing) at Community Hospital. B.A., Butler University.

Kay Kavanagh, Master Instructor (Department Chairperson, Health Services). B.A., Marion College; M.S., Indiana University.

Margaret Kiessling, Instructor (Practical Nursing). A.S.N., Medaille College; B.S.N., LaRoche College.

Kathleen Lee, Senior Instructor (Clinical Coordinator, Respiratory Therapy Technology). A.A.S., Indiana University; B.S., Muskingum College; M.S., Indiana University.

Dr. Mary Ann Lewis, Senior Instructor (Practical Nursing). B.S.N., Marillac College; M.S., Butler University; D.N.S., Indiana University.

Peter Magnant, Master Instructor (Divisional Chairperson, Human Services and Health Technologies). A.A., Nursing, Indiana University; B.A., St. Mary's College; B.S., Indiana University; M.S., Indiana University.

Gayle Morrison, Instructor (Practical Nursing). B.S.N., Indiana University.

Kathi Niccum, Senior Instructor (Department Chairperson, Human Services Technology). B.A., Indiana State University; M.S., Indiana State University.

James Ohalla, Senior Instructor (Chairperson, Respiratory Therapy Technology). B.S., Georgia State University; M.S., Indiana University.

Beverly Parham, Senior Instructor (Practical Nursing) at St. Francis Hospital. B.S., Oklahoma State University; M.S., Indiana University.

Teresa Jablonski Polk, Senior Instructor (Chairperson, Human Services Technology). B.A., University of Kentucky; M.S.W., Washington University.

Andrea Redford, Instructor (Human Services Technology). B.S., Ball State University ; M.A., Ball State University.

Linda Reed, Instructor (Medical Assisting Program). Diploma, Marion County General Hospital School of Nursing ; B.S., Indiana University.

Kathleen Sheffler, Instructor (Developmental Faculty). A.D.N., Southern Illinois University; B.S., University of Wyoming.

Sharon Sullivan, Instructor (Child Care Technology). B.S., Western College; M.A., Ball State University.

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Miles Wyatt, Instructor (Chairperson, Radiologic Technology). A.S., Indiana University; B.S., Indiana University.

## Instructional Support Services

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Connie Bolinger, Senior Instructor (Coordinator, Mathematics/Science). B.A., DePauw University; MAT Mathematics, Purdue.

Lee Churchill, Master Instructor (Communications). B.A., Douglass University; M.A./M.S., University of Wisconsin; M.S., Indiana University.

Michael Clippinger, Master Instructor (Chairperson, Instructional Support Services Division). M.A., Indiana University ; Certified Specialist in Developmental Education, Appalachian State University.

Ann Dunnichay, Lead Instructor (Learning Development). B.A., DePauw University; M.A., Indiana State University.

Michael Gorsline, Senior Instructor (Mathematics). B.A., Indiana University; M.A., Ball State University.

Marilyn Hamilton, Lead Instructor (Mathematics). B.S., Purdue University; M.S., Butler University.

Addison Howe, Lead Instructor (Reading Program). B.A., Indiana University; M.S., Indiana University.

Nancy Hubart-Lowe, Senior Instructor (Coordinator, Communications and Social Science). B.S., Indiana University; M.S., Indiana University.

Ali Lotfi, Instructor (Coordinator, Computer Assisted Instruction). B.A., Tehran University; M.S., Indiana University.

Susan Miller, Instructor (Lead Instructor, Reading Program). B.S., Indiana University; M.S., Indiana University.

Cindy Morgan, Lead Instructor and Counselor (English As A Second Language). B.A., Indiana University; M.A., Indiana University.

Dr. Gary Phillips, Lead Instructor (Communications) B.A., University of Northern Colorado; M.A., Southern Illinois University; Ph.D., Southern Illinois University.

Margaret Thomas, Instructor and Counselor. B.S., Winthrop College.

Pat Thornburgh, Assistant Instructor (Mathematics). A.S., Indiana University .

Kathy Ward, Instructor (Mathematics). B.A., Molloy College; M.A., State University of New York.

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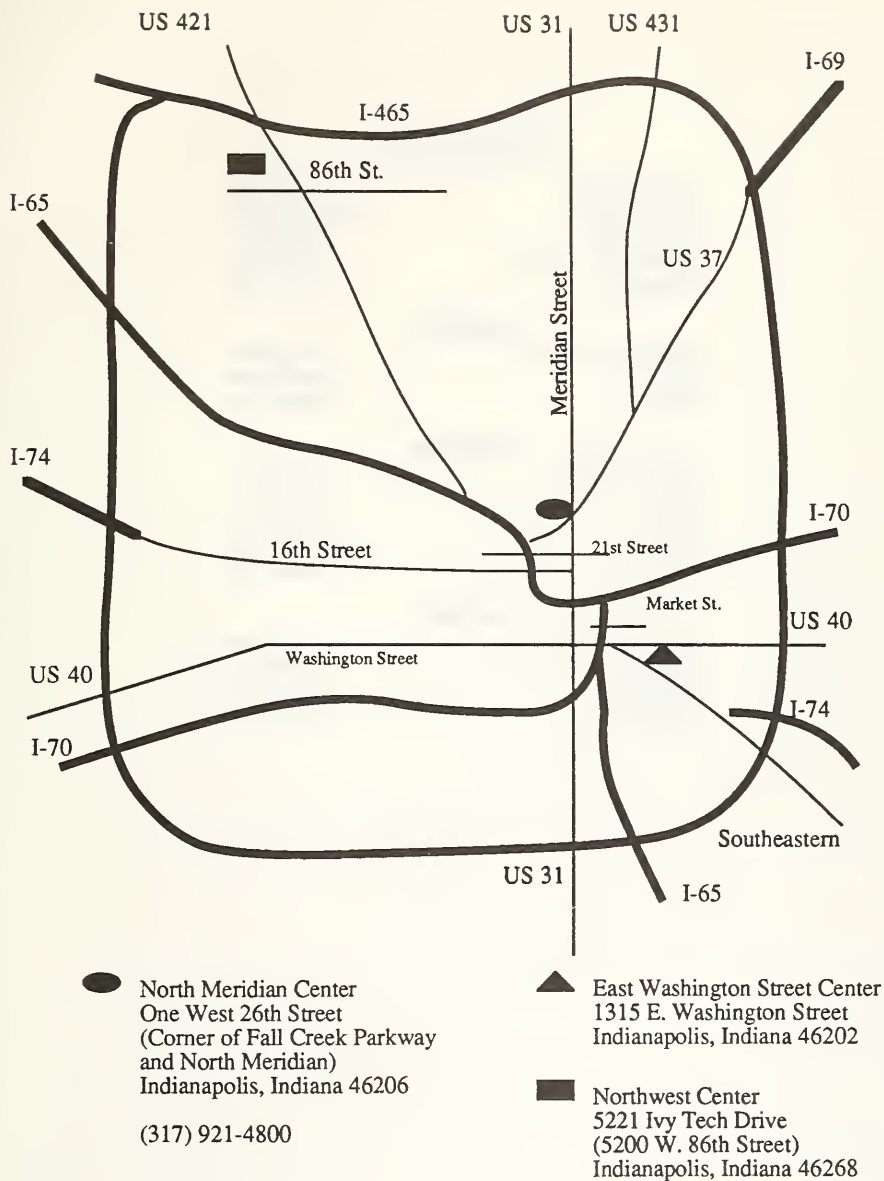
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## **College Calendar**

### **Winter 1987-88**

November 19-25	Registration
November 26-27	Thanksgiving Break
November 30	Classes Begin
December 21 – January 1	Winter Break
February 26	Classes End

### **Spring 1988**

February 15 – March 4	Registration
March 7	Classes Begin
May 20	Classes End

### **Summer 1988**

May 23 – June 10	Registration
May 30	Memorial Day
June 13	Classes Begin
July 4	Independence Day
August 26	Classes End

### **Fall 1988**

August 16 – September 2	Registration
September 5	Labor Day
September 6	Classes Begin
November 21	Classes End





Indiana Vocational Technical College

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